

February 17, 2020

To: Retail Business Owners

From: Kevin Head, City Administrator

RE: **New Single Use Bag Fee**

In October 2019, the Edwardsville City Council adopted a Single Use Bag Fee Ordinance requiring a 10 cent per bag fee for **disposable plastic and paper** checkout bags at all retail businesses greater than 7,000 sq. ft. in the City of Edwardsville. The bag fee does not apply to restaurants, prescriptions, packaged bulk items such as fruit, vegetables, nuts, grains, candy or small hardware items; wrapped frozen foods, meat and fish, wrapped flowers, prepared foods, or bakery goods. Additionally, stores may provide disposable bags free of charge to any consumer that participates in a State of Illinois or Federal food assistance program. The 10 cent bag fee will be retained by the retail establishment to offset the cost of the bags and to recoup administrative expenses for changing point of sale systems and record keeping. The Ordinance becomes effective on April 1, 2020 to provide retailers and consumers time to adapt and prepare for the new fee.

Plastic bags are produced from non-renewable resources, are very difficult to recycle (they cannot go in Edwardsville's curbside bins), and contaminate recycling facility equipment. Plastic bags do not biodegrade, so they remain as litter in the environment. Paper bags are recyclable, but take a very large amount of water and energy to produce. The Single Use Bag Fee helps to mitigate these problems by charging a fee to consumers that choose to use disposable bags.

City resources are available to help your business comply. The City will provide informational signage, fact sheets, and cashier responses to frequent questions.

REQUIREMENTS:

- **Affected** retail establishments are **required** to collect the fee imposed pursuant to this Ordinance and maintain accurate books and records of its business, including original source documents and books of entry denoting the transaction that gave rise to the fee being imposed. **Affected** retail establishments must preserve for three years all records necessary to determine the amount of the fee collected.
- A retail establishment that violates any provision of this Ordinance shall be subject to a fine of not less than \$150.00 for each offense.
- **Affected** retail establishments shall charge a fee in the amount of 10 cents to each customer for **each** single-use bag that the establishment provides to a customer.

- Affected retail establishments must indicate on the customer's transaction receipt the number of single use bags that the store provided to the customer and the total amount of fee assessed.
- Retail establishments subject to the Single Use Bag Fee shall display a sign in a location at each entrance of the business, **and** at the point of sale viewable by customers, alerting customers to the Single Use Bag fee.

For questions about the implementation of the Single Use Bag fee, contact the City Administrator's Office at 618-692-7531 or effected.

Sincerely,

Kevin Head

Kevin Head
City Administrator