



City of Santa Fe, New Mexico

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www.santafenm.gov

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April 11, 2016

Dear Santa Fe Business:

This letter is to serve as a reminder that as of June 29, 2015, **all retail establishments within the jurisdiction of the City of Santa Fe are required to assess an Environmental Service Fee of ten cents (\$.10) for each paper grocery bag provided to customers.** As defined in city code, a paper grocery bag is a paper carryout bag that has a manufacturer's stated capacity of one-eighth barrel (a typical grocery store bag that is 882 cubic inches) or larger. Retail establishments are also required to indicate on the customer transaction receipt the number of paper grocery bags provided and the total amount of fees charged.

Ten percent (10%) of the Environmental Service Fee collected by a retail establishment shall be retained by the retail establishment for administrative costs incurred by collecting and reporting the fee to the City of Santa Fe.

The Environmental Service Fee must be remitted to the city by the 25th of each month, however, retailers may elect to remit the fee on a quarterly basis.

Retail establishments shall not collect the Environmental Service Fee from any person with a voucher or electronic benefits card issued under Women, Infants and Children Program (WIC), the Emergency Food Assistance Program (TEFAP), Temporary Assistance to Needy Families Program (TANF), or the federal Supplemental Nutrition Assistance Program (SNAP, also known as Basic Food Stamps).

It is a violation of city code for any retail establishment to pay or otherwise reimburse a customer for any portion of the Environmental Service Fee.

The fee does not apply to:

1. Paper bags smaller than a manufacturer's stated capacity of one-eighth barrel (882 cubic inches);
2. Laundry dry cleaning bags, door-hanger bags, newspaper bags, or packages of multiple bags intended for use as garbage, pet waste, or yard waste;
3. Bags provided by pharmacists or veterinarians to contain prescription drugs or other medical necessities;
4. Bags used by restaurants to take away prepared food; and,
5. Bags used by a consumer inside a retail establishment to:
 - Contain bulk items, such as produce, nuts, grains, candy, or small hardware items.
 - Contain or wrap frozen foods, meat, or fish, whether or not prepackaged.
 - Contain or wrap flowers, potted plants or other items to prevent moisture damage to other purchases.
 - Contain unwrapped prepared foods or bakery goods.
6. Bags used by a nonprofit corporation or other hunger relief charity to distribute food, grocery products, clothing, or other household items.

Instructions on how to remit the environmental fee along with a remittance form can be found at www.santafenm.gov/reusable_bag_ordinance under the "Information for Stores" heading.

Managers of national retail chain stores: please send a copy of this letter to your company headquarters, if necessary, so that they may assist you with compliance.

For more information, please contact Environmental Services at (505)-955-2200.

Sincerely,

Shirlene Sitton
Environmental Services Division Director