

**The following information/questions are intended to assist in the preparation of the Shopping Cart Plan application:**

**1. How does a business file its Shopping Cart Plan?**

Businesses must complete the online application form available on the City's website ([www.sandimasca.gov/shoppingcartplan](http://www.sandimasca.gov/shoppingcartplan))

**Each cart should have a permanently affixed sign indicating the following:**

- The valid address, telephone number, or some other form of markings that clearly identifies the cart owner and contact information for the responsible party.
- Notice to the public that the unauthorized removal of the shopping cart from the premises of the business establishment, or the unauthorized possession of the shopping cart, is a violation of state and local laws.

**2. What information must a business provide to demonstrate efforts are made to retain the carts on the businesses' property?**

As part of the Shopping Cart Plan submission, businesses will provide information on the methods used to keep carts on their premise. A variety of methods may be used including disabling devices (the preferred method), employees dedicated for cart retrieval, parking lot security or other loss prevention measures as described by the business.

**3. What if the business uses a cart retrieval service?**

- If a business utilizes a cart retrieval service (preferred method), the contact information for the service will need to be provided on the Shopping Cart Plan.
- If a business does not use a cart retrieval service, information on who to contact when carts are found abandoned will need to be provided on the Shopping Cart Plan.

**4. What other information is needed to complete the Shopping Cart Plan?**

As part of the Shopping Cart Plan submission, businesses will provide information on the training/communication methods used to inform employees on the measures used in retaining carts on premise. Measures may include discussion at staff meetings, inclusion of training as part of employee orientation and/or is part of the employee handbook, or a combination of training methods.