

# *Department of Administrative Services (DAS)*

## *Bottled Water Policy*

Bottled water is environmentally damaging and wasteful. Given the wide availability of safe, low-cost tap water, and the wide array of appropriate and cost-competitive filters and other drinking water dispensing equipment, switching to tap water saves consumers money and dramatically reduces environmental impacts, including greenhouse gas emissions, water consumption, and waste generation.

State Agencies shall not purchase bottled water in any circumstance unless the tap water at the location is deemed un-potable. Agencies will be required to share with the Department of Administrative Services, Procurement Division, copies of their laboratory reports with the water testing results showing the water is un-potable to be granted an exception to this policy.

Agencies are encouraged to promote use of water from drinking fountains and other tap water resources within their buildings and encourage the use of employees bringing their own tap water in reusable portable beverage coolers.

Agency questions may be directed to DAS Procurement Services at 860-713-5095.