



Date: 7/12/2019  
To: Scott Jordan, Executive Vice President for Administration and Chief Financial Officer  
CC: Richard Miller, Director, Office of Environmental Policy;  
Terri Dominguez, Director, Office of Environmental Health and Safety  
From: Matthew Larson, AVP and CPO, University Business Services  
**RE: Water Purchasing Guideline**

---

Given the availability of safe, low-cost tap water, University departments are encouraged to promote use of water from drinking fountains, filling stations, and other tap water resources within their buildings and encourage the use of refillable personal beverage containers.

The University works with New England Water Utility Services to routinely test drinking water quality and comply with Connecticut Department of Public Health and U.S. Environmental Protection Agency requirements. The results are reported annually and the most recent report is available at [2018 Water Quality Report](#).

The use of tap water versus bottled water coolers reduces costs and dramatically lessens environmental impacts, including greenhouse gas emissions, water consumption, and waste generation. The environmental impacts of water cooler systems derive from the cleaning and transportation of the jugs. When they are contaminated or damaged, they are destroyed before their intended life-cycle is completed. For additional facts on bottled water, tap water, and the locations of filling stations around campus, please visit: <https://ecohusky.uconn.edu/water-bottle-refilling/>

As of August 1<sup>st</sup>, 2019 (or a date as otherwise determined), the addition of new locations/accounts or new requests for rental of water coolers and related dispensing equipment at the University of Connecticut Storrs and Regional campuses should be considered only for:

- A) Locations such as admissions and/or visitor centers, and various areas that support prospective students and their families or interactions with potential funders and University business partners. Additionally, water coolers and related dispensing equipment may be provided for certain student activities.
- B) Areas or buildings where a source of drinking water (i.e. running water or bottled water) is not currently provided or available.

Alternatively, if departments wish to purchase or rent water coolers outside the above approved use-cases, they may use personally raised funds to do so.

In addition to better aligning with University sustainability and cost containment values, this guideline also brings the University in alignment with other practices at other State of Connecticut agencies as previously established by the Department of Administrative Services (DAS) pertaining to bottled water purchasing. For additional information, please contact Kristin Allen in Procurement Services at 860-486-0970 [kristin.allen@uconn.edu](mailto:kristin.allen@uconn.edu).