



Prohibition of the Purchase of Bottled Water with Durham County Funds

I. Purpose

To establish a policy and implement procedures to eliminate the purchase and use of single-serve plastic water bottles with Durham County funds.

II. Policy

County funds may not be used to purchase bottled water, except under certain conditions as noted in section V below.

III. Definitions

Bottled Water – Non-sparkling, unflavored drinking water in a single serving container with a volume of 21 fluid ounces or less.

IV. Procedure

A. General

All County departments shall refrain from using County funds to purchase bottled water for any purpose. Employees shall discourage the use and distribution of bottled water by other entities at County facilities or events when other options for water distribution are available.

B. Support Measures

1. Departments are advised to purchase reusable cups, pitchers, urns, and other dispensers to meet their individual departmental needs.
2. Departments will provide reusable, paper, or biodegradable cups.
3. The Sustainability Department and General Services Department will design and manage a loaning program for a small inventory of dispensers that may be borrowed for use at events where such dispensers are needed.
4. Drinking fountains with reusable bottle filling capabilities shall be specified for all new and replacement drinking fountains located at County facilities.

V. Other

A. Exceptions

The County Manager and/or County General Managers can make exceptions to this policy where it is found that use of bottled water is necessary in a given situation to protect public health or for occupational health and safety.

B. Monitoring

The Finance Department, Purchasing Division shall develop and implement procedures and policies to reflect the intent of this policy, including monitoring purchases through SAP or the procurement card process.

VI. Effective Date

This policy will go into effect July 1, 2020.