**WATER**

**TIPS FOR YOUR OFFICE PANTRY**

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**DRINK TAP WATER**

Tap water is always preferable to bottled water. Tap water is accessible, potable, and is less resource-intensive than water packaged in a plastic bottle.

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**IF YOU DON’T HAVE A TAP... PLUMB IT IN.**

In the long-term, installing an in-line filter-cooler machine will be more cost-effective than continually purchasing bottled water.

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**USE REUSABLE CUPS**

Remove disposable cups from your pantry. Provide reusable glasses, cups, or bottles, or encourage employees to bring their own.

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**IF YOU DON’T HAVE A PANTRY...**

Choose a clear plastic or uncoated paper cup and provide a recycling bin for disposal.