**BERKELEY LAB DRINKING WATER GENERAL INFORMATION**

**Bottled Drinking Water Provided by DS Services/Alhambra**

Bottled water in 5 and 3-gallon sizes.

To set-up services a requisition is **not** needed. Please email the following information to Misun Choi, email Misunchoi@lbl.gov:

- Location & street address, Bldg. & Rm # for water delivery
- Point of contact (the requester’s) name, division, email, and phone #
- Quantity & bottle size (deliveries are made bi-weekly, on Friday’s)

For self-service, if you know your location/ship to #, email requests to MGrayson@dsservices.com, key@dsservices.com, and cc Misunchoi@lbl.gov. Provide the following information with each request:

- The Acct # (LBNL/Alhambra Account # 2757497)
- The location/ship to #
- City, State, ZIP, Bldg. & Rm # for water delivery
- Point of contact (the requester’s) name, division, email, and phone #

**Water Filtration Units Provided by Waterlogic**

Water filtration that can be hooked up to a water source or pipeline.

To set-up new services a requisition must be submitted. If you need more information for unit models & pricing, please contact Procurement Specialist Misun Choi, email Misunchoi@lbl.gov.

- A requisition must be submitted with the following information:
  - Location & street address, Bldg. & Rm #
  - Unit model type
  - Term (start & end dates of service)
  - Appropriate funding

For self-service, if you have an existing Purchase Order, you may contact Waterlogic directly. Email customercare@waterlogicusa.com and provide the following information:

- For repair or maintenance services
  - PO #
  - Location & street address, Bldg. & Rm #
  - Point of contact (the requester’s) name, division, email, and phone #
  - If available, the serial & unit #

**DS Services/Alhambra**

Account Rep: Michael Grayson
MGrayson@dsservices.com
Phone: 707-552-6733x10
General Customer Care: key@dsservices.com
Phone: 866-307-6092

**Waterlogic**

Account Rep: Leigh Willis
leigh.willis@waterlogicusa.com
Phone: 925-326-4103
General Customer Care: customercare@waterlogicusa.com
Phone: 888-449-5111 option 2

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**For General Water Inquiries –**

- Questions, comments or concerns
  - Please contact Berkeley Lab Procurement Specialist Misun Choi, PH (510) 486-4598, email Misunchoi@lbl.gov