

BERKELEY LAB DRINKING WATER GENERAL INFORMATION

Bottled Drinking Water Provided by DS Services/Primo

Bottled water in 5 and 3-gallon sizes. Cooler rental top/bottom load dispenser.

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

- Point of contact (the requester's) name, division, email, and phone #
- Location: Street address, Bldg. & Rm #
- Quantity, bottle size, frequency of delivery (bi-weekly, monthly)

For self-service, if you know your Location #, email requests to GovtRequests@primowater.com and sharyea.jackson@primobrands.com and cc ChristinaLy@lbl.gov. Provide the following information with each request:

- The Acct # (LBNL# 2757497)
- Location # and Street address, Bldg. & Rm #
- Point of contact (the requester's) name, division, email, and phone #

If you would like to be added to the monthly Zoom meeting to discuss water concerns directly, please reach out to Christina to get an invite. Meeting is recurring every second Thursday of the month at 2PM PST.

Water Filtration Units Provided by DS Services/Primo

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 Christina Ly, email ChristinaLy@lbl.gov. A requisition must be submitted with the following information:

- Point of contact (the requester's) name, division, email, and phone #
- Location: Street address, Bldg. & Rm #
- Term (start & end dates of service)
- Appropriate funding

For self-service, if you have an existing Purchase Order, you may contact DS Services directly. Email GovtRequests@primowater.com and sharyea.jackson@primobrands.com and cc ChristinaLy@lbl.gov and provide the following information:

For repair or maintenance services:

- PO #
- Location # and Street address, Bldg. & Rm #
- Point of contact (the requester's) name, division, email, and phone #
- If available, the serial & unit number

Active Location list can be found [HERE](#).

Primo phone number: 1-800-274-5282

For General Water Inquiries –

Please contact Berkeley Lab Procurement Specialist Christina Ly, PH (510) 486-6168, email ChristinaLy@lbl.gov