

### **Executive Order 18 Reporting Requirement Amended**

Executive Order No. 18 (EO No. 18) focusing on limiting the use of bottled water, required a report on March 1, 2010 and each year thereafter until the Director of State Operations determines that the agencies have achieved full compliance.

The reporting schedule has been amended to coincide with a parallel report associated Executive Order No. 4 (EO No. 4) which establishes a state green procurement and agency sustainability program. OGS distributed an electronic reporting tool in Mid-August 2010 for agencies to use that enables reporting on both executive orders. Agency staff responsible for implementation of EO No. 18 should work with their agency's sustainability coordinator in preparing the report, which is due to OGS on **October 15, 2010**. If any agency has not received an email containing the link to the electronic report form, please contact [EO18.water@ogs.state.ny.us](mailto:EO18.water@ogs.state.ny.us).

Please be advised that EO 18's central programmatic requirement eliminating all unnecessary agency expenditures on bottled water by May 1, 2010 remains in effect.