

2017 Corporate Sustainability Report (CSR)



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Our Mission

1.1 A Sustainable Commitment

PacRim Engineering is celebrating 10 years of exceptional, value-added professional engineering consulting services. As we provide services in consulting, design, engineering, program management, and sustainability we find that each client interaction gives us a special opportunity to infuse business with our values by offering sustainable solutions to our clients.

We are passionately committed to enriching corporate citizenship; affecting the environment, society, and the economy in positive ways; and helping clients in creating a healthy, vibrant future for generations to come.



1.1.1 Sustainability Mission

It is our strong belief that both individuals and businesses can maintain a high standard of living and profitability while conducting themselves and their businesses in an environmentally responsible manner. PacRim is committed to doing business in ways that are good for people and the planet.

Our sustainability mission is to:

- Emphasize continuous environmental improvement.
- Promote “Reduce, Reuse and Recycle”.
- Commit to improving the local environment in our community by fostering partnerships with area businesses, community leaders and our neighbors to create a cleaner, safe place to live and work.

1.1.2 Focusing on People and Communities

The employees of PacRim Engineering rose to the occasion to lend a helping hand to those impacted by the Hurricane Harvey. Collectively, the PacRim family raised \$5,000 in donations, which was sent to the American Red Cross for its disaster relief and recovery efforts.

We believe that one of the best ways to ensure client satisfaction is to recruit, hire, and retain the best and brightest in the business. We take our investment in our people seriously. PacRim employees are provided incentives to take on training to improve the following three key attributes: sustainability, work environment, and continuous improvement. As of 2017, several employees have become Envision Specialists and LEED accredited.

1.1.3 Looking Ahead: 2017 Corporate Sustainability Report and Beyond

Our clients face increasing public, regulatory, and financial pressure to improve their sustainability performance, and they call on us to help. We're focusing on the need for resiliency as the challenges of accommodating more people, providing energy supply, and dealing with the impacts of climate change converge. PacRim will continue to "walk the talk" in our own operations through energy and water efficiency, and integrated lean, environmentally and socially responsible supply and value chains. We commit to upholding transparency, setting specific measurable goals, and demonstrating results. This CSR will be listing out all the measurable goals we are committed to and how we will fulfill in the following sections.

1.2 Sustainability Strategy

From a business perspective, sustainable development presents a range of issues and risks. It also brings the opportunity to offer new value and services. Sustainability solutions respond to critical global issues, business realities of our clients, and values that are important to employees and partner organizations.

1.2.1 Key Sustainability Impacts and Effects

PacRim business is designing, building, and managing infrastructures that touch human lives daily. We support clients in creating infrastructures for cities, national governments, and private sector clients with an emphasis in transportation, environment, and energy. Often, the lines between our sustainability impacts and effects and those of our clients are blurred. We incorporate sustainability principles, such as worker safety and resource efficiency, as routine parts of doing business. However, the results of this work, particularly reporting for waste, energy, and resource savings, belong with client organizations. Examples of sustainable projects delivered throughout our service portfolio can be found on our Web site.

PacRim's value chain, from the regulatory setting, suppliers and subcontractors upstream of our work, to the business partners and clients downstream of our organization, involves a range of stakeholders and a multitude of social, environmental, and economic issues. Considering sustainability throughout our value chain, even when we cannot directly track, measure or take credit for its impacts or benefits, constitutes a "systems-thinking" approach to our footprint. PacRim often engages in productive dialogues with clients on how to drive sustainability improvements throughout the value chain, particularly on large projects and programs. Asking these questions and taking a "systems-thinking" approach to our value chain means that we engage many different disciplines when prioritizing our sustainability challenges and opportunities.

PacRim is proud to issue this report in a manner similar to those adopted in the City of Santa Monica green business guidelines. These indicators were selected because they apply to our business in a meaningful and challenging manner.

2.1 Green Business Reporting Guidelines

2.1.1 General and Employee Training

The following commitments address operational commitments for PacRim.

Table 1. General and Employee Training Commitments

Measure	Comments
G-02, Training opportunities to encourage employee participation in the green business checklist	Provide to all employees the 2017 Corporate Sustainability Report.
G-03, Inform customers on environmental efforts	Email all customers on a semi annual basis an update on our Corporate Sustainability Report.
G-04, Train New Employees	Training is part of the new hire process.

2.1.2 Waste Reduction

PacRim is committed to promoting waste minimization efforts through the 3R program. The following listed measures will support PacRim to reach its “Reduce, Reuse and Recycle” goal.

Table 2. Waste Reduction Commitments

Measure	Comments
WR-01, Perform a self-assessment of your waste using the Waste Assessment Form	Appendix A contains the Waste Assessment Form. This is done quarterly by the recycling coordinator.
WR-02, Recycle or reuse paper	PacRim Engineering employees are taking initiative to take the waste and recycle the waste
WR-03, Recycle all glass, plastic, and aluminum	PacRim Engineering employees are taking initiative to take the waste and recycle the waste
WR-04, Stock only compostable, recyclable, or reusable kitchenware for staff use. Avoid polystyrene.	PacRim is committed to this measure
WR-05, Eliminate use of single use plastic carryout bags	PacRim is committed to this measure by communicating this measure to all its employees.
WR-06, Designate a recycling coordinator	PacRim has a designated recycling coordinator
WR-07, Position clearly labeled recycle bins co-located next to the trash bins	PacRim has ensured this measure is fulfilled

WR-09, Reduce number of trash bin liners. Recycle bins don't need liners	PacRim has ensured this measure is fulfilled
WR-11, Replace disposables with permanent ware and use refillable containers for sugar, salt & pepper	PacRim has ensured this measure is fulfilled
WR-12, Eliminate bottled water for employees	PacRim has ensured this measure is fulfilled
WR-15, Reduce junk mail. www.stopjunkmail.org	PacRim has ensured this measure is fulfilled
WR-18, other	PacRim has ensured this measure is fulfilled
WR-19, Keep a stack of previously used paper near printers for scratch paper	PacRim has ensured this measure is fulfilled
WR-20, Purchase used or refurbished equipment and/or furniture	PacRim has ensured this measure is fulfilled
WR-22, Donate, sell, or exchange unwanted but usable items. Document donations	PacRim has ensured this measure is fulfilled

2.1.3 Energy Efficiency

Energy efficiency is the most quickest manner to reduce CO2 emissions. Energy efficiency simply means using the least possible energy to get a job done. The following are methods that PacRim has taken on to be most energy efficient.

Table 3. Energy Efficiency Commitments

Measure	Comments
EE-11 Set computers to turn off after 10 minutes of non-use	PacRim has ensured this measure is fulfilled
EE-12 Purchase Energy Star rated equipment	PacRim has ensured this measure is fulfilled
EE-14 Set refrigerator temperature between 38-41F and freezer between 10-20F	PacRim has ensured this measure is fulfilled

2.1.4 Water Efficiency

These measures ensure water conservation for PacRim operations. The building owners are responsible for all water equipment (toilets, sinks, faucets, and urinals). PacRim takes an immediate action to notify the property management regarding any type of water leakage and follow through their response.

Table 4. Water Efficiency Commitments

Measure	Comments
WE-03 Regularly check for and repair leaks	PacRim has ensured this measure is fulfilled

WE-09 Educate staff on urban runoff and how to prevent	PacRim has ensured this measure is fulfilled. This CSR contains educational material in Appendix C
WE-12 Post Signs in kitchen to encourage water conservation and report leaks	PacRim has ensured this measure is fulfilled

2.1.5 Sustainable Procurement

In our sustainable procurement commitment, PacRim recognizes our business and employees can make a difference in favor of environmental quality. PacRim will purchase recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive.

PacRim Engineering is committed to limiting chemical usage to only green products and exploring ways to eliminate unnecessary products, reduce the amount of usage, or substitute the product with a less-toxic or harmful one with our green procurement policy described in Appendix B.

Table 5. Green Procurement, Pollution Prevention and Chemical Use Commitments

Measure	Comments
PP-01, Stock at least one non-toxic biodegradable cleaner	PacRim has ensured this measure is fulfilled
PP-02, Store all containers in their original containers	PacRim has ensured this measure is fulfilled
PP-03, Eliminate use of aerosol air refresheners/deodorizers	PacRim has ensured this measure is fulfilled
PP-04 Hazardous materials should never go into the trash	PacRim has ensured this measure is fulfilled
PP-08, Purchase non-toxic and low VOC office supplies	PacRim has ensured this measure is fulfilled
PP-09 Use no products with added antibacterial agents, such as triclosan	PacRim has ensured this measure is fulfilled
PP-13 Obtain a battery recharger for office use. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc	PacRim has ensured this measure is fulfilled

SP-02, Use only compostable or recyclable food service containers in the staff kitchen if permanent reusable kitchenware is not feasible.	PacRim has ensured this measure is fulfilled
SP-03, Adopt a written Environmental Policy statement stating your business' commitment to operate and give preference to purchasing sustainable and/or products containing post-consumer content recycled materials.	PacRim has ensured this measure is fulfilled
SP-04 Envelopes have recycled content	PacRim has ensured this measure is fulfilled
SP-06 Paper towels, minimum 40% post consumer recycled content	PacRim has ensured this measure is fulfilled
SP-08 Facial tissue paper, minimum of 10% post consumer recycled content	PacRim has ensured this measure is fulfilled
SP-09 Paper napkins minimum of 30% post consumer recycled content	PacRim has ensured this measure is fulfilled

2.1.6 Transportation Demand Management

PacRim encourages employees to bike to work, take public transportation, rideshare, or carpool to and from work. This is beneficial on an individual level and community as a whole. It can reduce air pollution. These options can reduce the number of vehicles on the road. Transportation studies put the [annual cost of congestion at \\$160 billion](#), which includes 7 billion hours of time lost to sitting in traffic and an extra 3 billion gallons of fuel burned¹. The following measures are sustainable commitments PacRim for transportation demand management.

Table 6. Transportation Demand Management Commitments

Measure	Comments
TM-02 Provide a secure place for employees to store bicycles	PacRim has ensured this measure is fulfilled
TM-03 Provide tire air pump and flat tire repair kit for on-site use	PacRim has ensured this measure is fulfilled
TM-06 Provide bicycle, bus, and metro maps for employees	PacRim has ensured this measure is fulfilled. See Appendix A
TM-09 Offer telecommuting opportunities so workers can avoid heavy traffic	PacRim has ensured this measure is fulfilled. See Appendix A
TM-11 Perform local errands by foot or bike	PacRim has ensured this measure is fulfilled
TM-12 Shop at local businesses within close proximity	PacRim has ensured this measure is fulfilled

¹ <http://news.mit.edu/2016/how-ride-sharing-can-improve-traffic-save-money-and-help-environment-0104>

Appendix A

Waste Reduction

Waste Bin Signs



**BOTTLES AND
CANS ONLY**



**PAPER
ONLY**



**REUSE SCRAP
PAPER ONLY**





**OTHER
WASTE ONLY**



Appendix B

Green Procurement

Green Procurement Policy

I. Purpose

The purpose of this policy is to acknowledge that in order to support the promotion of recycling and to minimize environmental impacts, PacRim will purchase recycled content and environmentally preferred products. We recognize our business and employees can make a difference in favor of environmental quality. PacRim will purchase recycled content and environmentally preferable products unless such products do not perform satisfactorily and/or are unreasonably expensive.

The basic components of this policy include:

1. Generate less waste material by reviewing how supplies, materials, and equipment are manufactured, purchased, packaged, delivered, used, and disposed.
2. Serve as a model for the engineering consulting community to influence waste prevention, recycling, and local procurement efforts.

The following are the commitments around green procurement:

II. Definitions

"Recycling" means the process of collecting, sorting, cleansing, treating, and reconstituting materials that would otherwise become solid waste, and returning them to the economic mainstream in the form of raw material for new, reused, or reconstituted products that meet the quality standards necessary to be used in the marketplace.

"Waste Prevention" means any action undertaken by an individual or organization to eliminate or reduce the amount or toxicity of materials before they enter the municipal solid waste stream. This action is intended to conserve resources, promote efficiency, and reduce pollution.

"Environmentally Preferable Products" means products that have a lesser impact on human health and the environment when compared with competing products. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, and/or disposal of the product.

"Recycled Products" are products manufactured with waste material that has been recovered or diverted from the waste stream. Recycled material may be derived from post-consumer waste (material that has served its intended end-use and been discarded by a final consumer), industrial scrap, manufacturing waste, and/or other waste that otherwise would not have been utilized.

- "Post-consumer recovered materials." A finished material that would normally be disposed of as a solid waste, having completed its life cycle as a consumer item. Examples of post-consumer - 2 - recovered materials include, but are not limited to: old newspapers, office paper, yard waste, steel and/or aluminum cans, glass, plastic bottles, oil, asphalt, concrete, and tires.

- "Pre-consumer recovered materials." Material or by-products generated after manufacturing of a product is completed, but before the product reaches the end-use consumer. Examples of preconsumer recovered materials include, but are not limited to: obsolete inventories of finished goods, rejected unused stock and paper wastes generated during printing, cutting and other converting operations.

- "Total recovered material." The total pre- and post-consumer recovered material contained in a product.

III. Policies

Table 7 Green Procurement Policies

Measure	Comments
WR-04, Stock only compostable, recyclable, or reusable kitchenware for staff use. Avoid polystyrene.	PacRim is committed to this measure
WR-05, Eliminate use of single use plastic carryout bags	PacRim is committed to this measure
WR-11, Replace disposables with permanent ware and use refillable containers for sugar, salt & pepper	PacRim has ensured this measure is fulfilled
WR-19, Keep a stack of previously used paper near printers for scratch paper	PacRim has ensured this measure is fulfilled
WR-20, Purchase used or refurbished equipment and/or furniture	PacRim has ensured this measure is fulfilled
WR-22, Donate, sell, or exchange unwanted but usable items. Document donations	PacRim has ensured this measure is fulfilled
EE-12 Purchase Energy Star rated equipment	PacRim has ensured this measure is fulfilled
PP-01, Stock at least one non-toxic biodegradable cleaner	PacRim has ensured this measure is fulfilled
PP-02, Store all containers in their original containers	PacRim has ensured this measure is fulfilled
PP-03, Eliminate use of aerosol air refreshers/deodorizers	PacRim has ensured this measure is fulfilled
PP-04 Hazardous materials should never go into the trash	PacRim has ensured this measure is fulfilled
PP-08, Purchase non-toxic and low VOC office supplies	PacRim has ensured this measure is fulfilled
PP-09 Use no products with added antibacterial agents, such as triclosan	PacRim has ensured this measure is fulfilled

PP-13 Obtain a battery recharger for office use. Use rechargeable (instead of disposable) batteries for flashlights, radios, remote controls, etc	PacRim has ensured this measure is fulfilled
SP-02, Use only compostable or recyclable food service containers in the staff kitchen if permanent reusable kitchenware is not feasible.	PacRim has ensured this measure is fulfilled
SP-03, Adopt a written Environmental Policy statement stating your business' commitment to operate and give preference to purchasing sustainable and/or products containing post-consumer content recycled materials.	PacRim has ensured this measure is fulfilled
SP-04 Envelopes have recycled content	PacRim has ensured this measure is fulfilled
SP-06 Paper towels, minimum 40% post consumer recycled content	PacRim has ensured this measure is fulfilled
SP-08 Facial tissue paper, minimum of 10% post consumer recycled content	PacRim has ensured this measure is fulfilled
SP-09 Paper napkins minimum of 30% post consumer recycled content	PacRim has ensured this measure is fulfilled
TM-12 Shop at local businesses within close proximity	PacRim has ensured this measure is fulfilled

Appendix C

PacRim Engineering Green Team

PacRim Green Team

Purpose

Our Green Team is instrumental in creating positive environmental change within our organization. The following are resources for the Green Team to use to support PacRim in its sustainability mission.

Table 8 Helpful Resources for the Green Team

Measure	Comments
Set computers to turn off after 10 minutes of non-use	If need support, contact Roy Kim
Set refrigerator temperature between 38-41F and freezer between 10-20F	PacRim has ensured this measure is fulfilled
Educate staff on urban runoff and how to prevent	EPA LINK
In kitchen, encourage water conservation and report leaks	Green Team Commitment
Provide a secure place for employees to store bicycles	Bike racks are located outside of the building
Provide tire air pump and flat tire repair kit for on-site use	PacRim has this item at the front desk
Provide bicycle, bus, and metro maps for employees	Metro LINK
Perform local errands by foot or bike	Green Team commitment