

2018 Sustainability Report and Implementation Plan Executive Summary



U.S. Small Business
Administration

US Small Business Administration 2018 Sustainability Report and Implementation Plan

Executive Summary

1) Implementation

The U.S. Small Business Administration's (SBA) Strategic Sustainability Performance Plan offers a blueprint and a framework for the SBA to execute its mission in a manner that preserves the environment and in the process demonstrates a commitment to creating a clean energy economy. Notably, in FY 2017 SBA reduced its Scope 3 greenhouse gas emissions by 7.1% from its FY2016 emissions. SBA also reduced its Scope 1 and 2 greenhouse gas emissions by 53% from FY2016.

SBA has proposed targets for reducing its Scope 1 greenhouse gas emissions from the agency's vehicle fleet by 35% and its Scope 3 greenhouse gas emissions from employee travel and commuting by 40% by FY 2025. SBA's Scope 3 emissions are already below the 2025 target, and are on track to be even further reduced. To achieve its Scope 1 goal the agency intends to continue its efforts to ensure the agency's fleet is as fuel efficient as possible while raising the proportion of the agency's fleet that is composed of alternative fuel vehicles, zero emissions vehicles, or plug-in hybrids. To achieve its Scope 3 goal the agency plans to continue promoting low-emissions commuting by supporting the use of mass transit, carpools and bike commuting. SBA collaborates with the GSA on facilities related projects because the GSA leases all of the SBA's facilities on behalf of the SBA. Likewise, the Office of the COO works closely with the Office of the Chief Financial Officer on sustainable procurement.

- 2) **Progress a. Greenhouse Gas Reduction**
- i) **Progress.** SBA's FY 2017 Scope 3 greenhouse gas emissions were 55% below the agency's FY 2008 baseline and a 7.1% reduction from its FY 2016 emissions.
- b. **Sustainable Buildings**
- i) **Progress.** SBA's footprint remains below the Reduce the Footprint baseline established in 2015. Many SBA facilities are located in green and/or LEED-certified buildings.
- c. **Fleet Management**
- i) **Progress.** In March of 2014 SBA had 106 alternative fuel vehicles (AFVs) (96 gas/ethanol vehicles and 10 hybrid vehicles) which comprised 69% of its fleet. As of July 2018, SBA has 137 AFVs (98 gas/ethanol vehicles, 17 hybrid electric vehicles and 22 low greenhouse gas vehicles) which make up 84% of the agency's fleet.
- d. **Electronic Stewardship and Data Centers**
- i) **Progress.** SBA is steadily increasing its efforts to achieve its data center consolidation goals and to improve its electronics stewardship and curb use of electricity. SBA's Data Center management and consolidation is controlled by the agency's requirements to evaluate and

consolidate Data Centers under OMB's Data Center Consolidation Initiative. In FY18, SBA continued with its Cloud migration strategy for computing and data management, further reducing Agency reliance on in-house data centers. In FY17, in conjunction with the US Postal Service small electronics recycling program, SBA re-used or recycled 723.85 pounds of electronic waste.



US Small Business Administration 2018 Sustainability Report and Implementation Plan

3) Forward Looking Strategies

SBA's Office of Executive Management, Installations, and Support Services (OEMISS) leads the implementation of SBA's Sustainability Program. The Executive Director of OEMISS is also the Chief Sustainability Officer for the agency. The Agency's facilities, vehicle fleet, and property management are all functions associated with OEMISS which allows for streamlined sustainability policy development in these areas. In addition, the Office of the Chief Information Officer, Office of Human Resource Solutions and the Office of Disaster Planning and Risk Management, which manages the agency's Continuity of Operations program, are sub-offices under the Office of the COO which facilitates cooperation on topics such as electronics stewardship, Continuity of Operations, climate change adaptation, and telework.

a. **Greenhouse Gas Reduction**

i) **Strategies and Planned Actions.** SBA uses the Federal Energy Management Program (FEMP) GHG emissions report to track its fleet emissions and inputs them in its annual GHG Inventory. SBA has achieved progress in this area because of an on-going fleet right-sizing effort and improvements to the SBA's vehicle replacement processes that are ensuring AFVs or low-GHG emissions vehicles are procured whenever possible. SBA continues to encourage telework, carpooling, mass transit commuting, and bicycle commuting to maintain emissions at these low levels. In addition, caps on travel spending have contributed to significant decreases in emissions from travel.

b. Sustainable Buildings

i) **Strategies and Planned Actions.** SBA integrates its efforts to reduce its agency rent footprint with its efforts to increase the sustainable features of its facilities. In FY 2015 SBA also conducted a review of its recent leases to ensure GSA's standard sustainable building clauses were included. The results of the review showed that the standard sustainable building clauses were included in the majority of leases. In FY 2018 and FY 2019 the SBA will focus its efforts on collaborating with the GSA to comply with new requirements for leased facilities over 10,000 SF as well as placing an increased emphasis on procuring sustainable materials and furnishings when renovating leased space.

c. Fleet Management

i) **Strategies and Planned Actions.** SBA plans to continue building on this progress in the future by increasing its numbers of AFVs, and continually examining the usage of its current vehicles to identify opportunities for vehicle eliminations. These efforts will result in additional cost savings and improved environmental outcomes, in addition to the progress SBA has made to date.

d. Electronic Stewardship and Data Centers

- i) **Strategies and Planned Actions.** SBA continues to pursue its small electronics recycling partnership with the U.S. Postal Service and the SBA will investigate an expansion of this

Seán F. Crean, Executive Director
Executive Management, Installations & Support Services
U.S. Small Business Administration

