

**Small Business Administration**  
**Sustainability Report and Implementation Plan**  
**2019**



U.S. Small Business  
Administration

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2019 Sustainability Report and Implementation Plan

## Executive Summary

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### 1) Overview

- a. The U.S. Small Business Administration (SBA) was created in 1953 as an independent agency of the federal government to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation. The Agency recognizes that small business is critical to our economic recovery and strength, to building America's future, and to helping the United States compete in today's global marketplace. SBA delivers its services to the people of the United States through a network of regional and district field offices as well as partnerships with public and private organizations. SBA has over 180 facilities, located in every state, Guam, Puerto Rico, and the U.S. Virgin Islands. SBA has a leased fleet of 164 vehicles consisting of 81 sedans, 57 SUVs, 22 minivans, 2 pickup trucks, and 2 vans.

### 2) Implementation

- a. The U.S. Small Business Administration's (SBA) Sustainability Report and Implementation Plan offers a blueprint and a framework for the SBA to execute its mission in a manner that both preserves the environment and demonstrates a commitment to creating a clean energy economy. Notably, in FY 2018 SBA reduced its Scope 1 greenhouse gas emissions by 3.97% from its FY2017 emissions. SBA has proposed 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 SBA facilities on behalf of the agency. Likewise, the Office of the COO works closely with the Office of the Chief Financial Officer on sustainable procurement.

### 3) Progress

- a. Greenhouse Gas Reduction
  - i) SBA's FY 2018 Scope 1 greenhouse gas emissions due to the leased agency fleet were 3.97% below the agency's FY 2017 emissions. Additionally, SBA's FY 2018 Scope 1 emissions were 13.87% below the Agency's FY 2008 emissions – the baseline year for Scope 1 data collection.
- b. Sustainable Buildings
  - i) SBA's footprint remains at or near the Reduce the Footprint baseline established in 2015. Many SBA facilities are located in green and/or LEED-certified buildings. SBA asks GSA to procure space for the agency in sustainable buildings whenever possible.
- c. Fleet Management
  - i) As of May 2019, SBA has 136 alternative fuel vehicles (AFVs) (100 gas/ethanol vehicles, 14 hybrid electric vehicles and 22 low greenhouse gas [low-GHG] vehicles) which make up 83% of the agency's fleet, up from 69% in 2014. SBA's overall usage of fuel for its fleet declined 1.9% from FY 2018 to FY 2019, including a 36.1% decrease in diesel fuel usage.
- d. Electronic Stewardship and Data Centers
  - i) 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 FY19, SBA continued with its Cloud migration strategy for computing and data management, further reducing Agency reliance on in-house data centers. In FY18, in conjunction with the US Postal Service small electronics recycling program, SBA

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re-used or recycled 358.62 pounds of electronic waste. 100% of newly purchased or leased equipment met energy efficiency requirements and 100% of electronic equipment has power management enabled.

4) Forward Looking Strategies

a. Overview

i) SBA's Office of Executive Management, Installations, and Support Services (OEMISS) leads the implementation of SBA's Sustainability Program and the Executive Director of OEMISS acts as 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 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.

b. Greenhouse Gas Reduction

i) SBA uses the GSA Federal Automotive Statistical Tool fuel report to track its fleet emissions. 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.

c. Sustainable Buildings

i) 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 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 2019 and FY 2020, 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. Currently, 18% of SBA leases over 10,000 square feet are located in Energy Star-certified buildings.

d. Fleet Management

i) 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.

e. Electronic Stewardship and Data Centers

i) SBA continues to pursue its small electronics recycling partnership with the U.S. Postal Service



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U.S. Small Business Administration