

Small Business Administration

Sustainability Report and Implementation Plan

2020



U.S. Small Business
Administration

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Executive Summary

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. The Agency also supports Americans and American small businesses during disasters and national emergencies by serving as the coordinating entity for loans and grants. 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 and a fleet of 163 vehicles, 130 of which are alternative fuel.

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 2019 SBA reduced its Scope 1 greenhouse gas emissions by 5.57% from its FY2018 emissions. SBA has proposed internal targets for reducing its Scope 1 greenhouse gas emissions from the agency's vehicle fleet by 35%. To achieve its internal 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 internal 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 2019 Scope 1 greenhouse gas emissions were 5.57% below the agency's FY 2018 emissions and 18.7% below the agency's FY 2008 greenhouse gas baseline.
- b. Sustainable Buildings
 - i) SBA's footprint is 5.21% below the Reduce the Footprint baseline established in 2015. While the Reduce the Footprint mandate has been discontinued, this remains a useful benchmark for the Agency. Many SBA facilities are in green and/or LEED-certified buildings, including 11% of facilities over 10,000 square feet housed in Energy Star rated buildings. SBA asks GSA to procure space for the agency in sustainable buildings whenever possible.
- c. Fleet Management
 - i) As of May 2020, SBA has 130 AFVs (94 gas/ethanol vehicles, 14 hybrid electric vehicles and 22 low greenhouse gas vehicles) which make up 80% of the agency's fleet, up from 69% in 2014. SBA's overall usage of petroleum fuel for its fleet declined 5.39% from FY 2018 to FY 2019, including a 16.5% 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 FY20, SBA continued with its Cloud migration strategy for computing and data management, further reducing Agency reliance on in-house data centers. In FY20, in conjunction with the US Health and Human Services electronics recycling program, SBA re-used or recycled approximately 200 pounds of electronic waste, mostly print cartridges and small electronics. According to the SBA Office of the Chief Information Officer, 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 and Federal Energy Management Program (FEMP) reporting tools to calculate GHG 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. The results of a FY 2015 review showed that the standard sustainable building clauses were included in the majority of leases. In FY 2020 and FY 2021, the SBA will focus its efforts on collaborating with the GSA to comply with new requirements for leased facilities over 10,000 square feet as well as placing an increased emphasis on procuring sustainable materials and furnishings when renovating leased space. Currently, approximately 11% of SBA leases over 10,000 square feet are located in Energy Star 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 where possible. 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) In FY 2020, SBA switched its small electronics recycling partnership from the U.S. Postal Service to the Department of Health and Human Services. The Office of Support Services estimates approximately 200 pounds of small electronics, mostly print cartridges, were recycled during FY 2020, a 44% decrease from FY 2019 and intends on increasing that amount in future years.

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