

U.S. Small Business Administration



Your Small Business Resource

# Strategic Sustainability Performance Plan

*Helping Small Business Start, Grow and Succeed*

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## **Section 1: Agency Policy and Strategy**

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### **I. Agency Policy Statement**

The Small Business Administration's (SBA's) mission is to maintain and strengthen the Nation's economy by enabling the establishment and vitality of small businesses and by assisting in the economic recovery of communities after disasters. The SBA's Sustainability Policy is to execute the SBA mission in a manner that preserves the environment. The SBA is committed to helping the federal government lead by example in creating a clean energy economy.

The SBA will accomplish this by:

- Increasing our energy efficiency
- Measuring, reporting, and reducing our direct and indirect Greenhouse Gas (GHG) Emissions
- Eliminating waste, promoting recycling, and preventing pollution
- Conserving water resources
- Leveraging SBA's acquisitions to help foster a market for sustainable goods and products
- Informing and involving employees in achieving these goals
- Sharing sustainability information with our network of small business customers, and
- Leveraging best practices shared with us by our customers.

The SBA will integrate its sustainability goals into existing management systems, processes and decision making by implementing this Strategic Sustainability Performance Plan. We will ensure these goals are assessed annually, through internal review, and reported transparently, on the SBA website.

In FY 2011 the SBA will:

- Begin Right-sizing our fleet of leased vehicles (fleet)
- Reduce our physical space, and by extension our GHG emissions
- Publicize current GHG guidelines to affected departments and seek agency-wide input on meeting sustainability targets
- Emphasize employee awareness and participation in achieving our sustainability goals
- Establish reporting mechanisms for GHG emissions

The SBA is committed to complying with all environmental and energy statutes, regulations and Executive Orders, and is ready to meet the requirements of Executive Order 13514 by implementing this Strategic Sustainability Performance Plan.

David Robbins, Senior Sustainability Officer

## **II. Sustainability and the Agency Mission**

The SBA is committed to maintaining and strengthening the Nation's economy by enabling the establishment and vitality of small businesses and by assisting in the economic recovery of communities after disasters. Helping the federal government foster a new clean energy economy provides additional opportunities for small businesses to contract with the federal government, and help drive the innovation necessary for a sustainable future.

Given our unique relationship as mentors for, and supporters of, small businesses, the SBA can lead by example and help motivate sustainable business practices in the small business community. Our close contact with small businesses provides the SBA with a unique opportunity for discovering new greening ideas from our clients.

The assistance the SBA provides to individuals and businesses in times of disaster creates both a motivation and a challenge in the agency's greening efforts. Typically, when disaster strikes, the SBA must respond immediately (e.g. expedited leasing of temporary space, immediate travel of disaster personnel). In these situations, sustainability is generally a secondary concern. In spite of these constraints, SBA's Office of Disaster Assistance (ODA) is committed to working to create a more sustainable workplace.

## **III. Greenhouse Gas Reduction Goals**

The SBA will work with other federal agencies to achieve the goals set in Executive Order 13514. The Small Business Administration will meet the government wide targets for reducing Greenhouse Gas (GHG) emissions. The SBA's plan for reducing these emissions is contained in this Strategic Sustainability Performance Plan. This plan emphasizes coordination with the General Services Administration (GSA), right-sizing the SBA fleet, changing employee work habits, and reducing SBA's leased space.

In FY 2011 the SBA will make affected offices aware of new regulations and begin taking steps to reduce agency emissions. By establishing reporting mechanisms and collecting data in FY 2011, SBA will be prepared to set clear targets and milestones for further reducing GHG emissions in upcoming years.

## **IV. Plan Implementation**

The Small Business Administration is committed to effectively implementing E.O. 13514 by putting this Strategic Sustainability Plan into action.

### **a. Internal Coordination and Communication**

Internal coordination and communication will be led by the Senior Sustainability Officer (SSO). This Strategic Sustainability Performance Plan was written in coordination with the Office of Management and Administration, Office of Disaster Assistance, the Office of the Chief Information Officer, the Office of Human Capital Management and the Procurement Division. This initiative will continue to be coordinated with these offices as the plan is implemented, and updated. The SBA will continue to maintain a working group including

the Senior Sustainability Officer, the Fleet Manager, the Facilities Manager and the Chief Information Officer.

**b. Coordination and Dissemination of the Plan to the Field**

The SSO will disseminate this plan to Field Offices through an information notice. The SSO will also discuss this plan with Field Offices during the monthly conference call to all Field Offices. During this call, Field Offices will be encouraged to provide additional suggestions for greening the SBA. The SBA Daily, a daily email publication to share agency news, will also announce the availability of the final version of this plan on the SBA's website. As the SBA continues to implement this plan, the SSO will maintain an open dialogue across the agency to facilitate sharing of ideas and best practices for greening the SBA.

**c. Leadership & Accountability**

In accordance with E.O. 13423 the SBA has appointed a Senior Sustainability Officer (SSO). The SSO is responsible for ensuring this plan is implemented and updated annually. The SSO will also ensure the accurate collection of data necessary to measure progress towards SBA's goals.

**d. Agency Policy and Planning Integration**

Agency planning and policy integration is led by the SSO and coordinated across the agency. The SSO, in coordination with the facilities manager and the Procurement Division, will create an Environmental Management System (EMS) and a Green Procurement Plan. Both plans will be completed in FY 2011 and will help further coordinate and prepare the agency for a more sustainable future.

The SSO will ensure the Strategic Sustainability Performance Plan is implemented, evaluated, and updated. This is done in coordination with the office of the Chief Information Officer, the Office of Disaster Assistance, the Office of Field Operations, the office of Human Capital Management, the Office of Management and Administration and the Procurement Division.

On the next page is a table showing the coordination between existing reports and plans and this Strategic Sustainability Performance Plan (SSPP). A "Yes" indicates that the plan is coordinated, while a "No" indicates there is not currently coordination between the specified plan and the SSPP.

**Table 1: Critical Planning Coordination**

Originating Report / Plan	Scope 1 & 2 GHG Reduction	Scope 3 GHG Reduction	Develop and Maintain Agency Comprehensive GHG Inventory	High-Performance Sustainable Design / Green Buildings	Regional and Local Planning	Water Use Efficiency and Management	Pollution Prevention and Waste Elimination	Sustainable Acquisition	Electronic Stewardship and Data Centers	Agency Specific Innovation
GPRA Strategic Plan	No	No	No	No	No	No	No	No	No	No
A-11 300s	No	No	No	No	No	No	Yes	No	Yes	No
Budget	No	No	No	No	No	No	No	No	No	No
Circular A-11 Exhibit 53s	No	No	No	No	No	No	No	No	Yes	No

**e. Methods for Evaluation of Progress**

In FY 2011 SBA will develop and implement the mechanisms necessary to evaluate programs each year. In the first half of FY 2011 the SSO will host coordination meetings between offices implementing the Strategic Sustainability Performance Plan, to develop necessary reporting structures. The SSO plans to coordinate existing resources, such as Travel Management Information System, and create and maintain new resources, such as the Employee Commuter Survey, to gather the information necessary to evaluate the SBA's progress. The SSO will review emissions data to provide information to the working group, and ensure the agency is on target to meet milestones and targets.

**V. Evaluating Return on Investment**

To ensure effective use of SBA's limited resources, the SBA will prioritize projects, initiatives and efforts based on the lifecycle return on investment to the agency while taking into account economic, environmental, social, and mission related costs and benefits. Many of the first steps outlined in this plan have little budget impact.

**VI. Transparency**

The SBA will publicize achievements in greening the agency internally through the SBA Daily and will make a modified version of the Strategic Sustainability Performance Plan available to employees via SBA's Intranet. SBA will also publish a redacted version of the Strategic Sustainability Performance Plan on its website, [www.sba.gov](http://www.sba.gov), for the public to view.

## Section 2: Performance Review & Annual Update

### I. Summary of Accomplishments

In FY 2010 SBA began calculating a baseline and developing a strategy for meeting future GHG emissions reduction goals and targets. In FY 2010 SBA continued to meet mandated targets for sustainable paper use and began finding ways the agency could reduce GHG emissions. This included meeting with GSA and our property owners to find ways to green SBA's spaces, which resulted in the implementation of changes that culminated in SBA's Headquarters building being identified as an Energy Star facility. In FY 2010 SBA also started designing a recycled paper pilot program to increase the recycled content of our paper, and taking the first steps towards a comprehensive employee commuting survey and a formal right-sizing of our fleet. FY 2010 was the foundational year in developing the SBA's green goals and targets, and served as the stepping stone to gathering the information necessary to create a plan, and a vision, for the SBA's sustainable future.

### II. Goal Performance Review

#### 1. Scope 1 & 2 Greenhouse Gas Reduction

##### a. Goal Description

The SBA will work in concert with GSA to reduce scope 1&2 emissions by 28% by FY 2020.

The sub goals of Scope 1&2 GHG emissions reduction are:

##### Buildings

- a. Reduce Energy Intensity
- b. Increase Renewable Energy Installation and Use

##### Fleet

- a. Reduce Petroleum use in Fleet Vehicles
- b. Increase Use of Alternative Fuels in Fleet Alternative Fuel Vehicles (AFVs)
- c. Optimize Use of Vehicles and Right-Size Fleet
- d. Increase use of Low Emission and High Fuel Economy Vehicles

##### b. Agency lead for goal

The agency lead for this goal is the SSO. This goal will be implemented through the Office of Management and Administration in coordination with GSA.

##### c. Implementation Methods

##### *Buildings*

The SBA leases all facilities from the General Service Administration (GSA). All facilities related changes must therefore be coordinated with GSA, SBA and property managers. SBA is committed to working with GSA to ensure federal sustainability targets for buildings are met. SBA will request that GSA use the [Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings](#) (*Guiding Principles*) in SBA leases and work

with GSA representatives and property managers across the country to make our facilities more sustainable.

In the capital region, SBA met with our GSA representatives and building owners to stress SBA's commitment to overall energy efficiency and reducing our carbon footprint. We will continue these discussions with our regional GSA representatives as our leases become eligible for renewal.

In the headquarters building, SBA met with the property manager and GSA to discuss ways to foster green improvements and reduce energy intensity in our space. As a result, the property manager made a number of improvements in energy efficiency including:

- Hiring a trash and recycling consultant to increase recycled waste
- Installing variable frequency drivers on cooling towers
- Installing heat plate exchangers on blazer units

These efforts culminated in the building being identified as an Energy Star Facility. SBA believes that through continued meetings with building owners and GSA we can have a sustained impact on reducing the energy intensity of SBA Buildings.

SBA is reducing its total Real Property holdings by 74,000 square feet in the next two years. Through this process SBA will shrink not only its physical, but also its carbon footprint. This will significantly reduce SBA's GHG emissions.

#### *Fleet*

SBA is committed to right-sizing our fleet and reducing its GHG emissions. Through strategic purchasing and environmentally conscious driving and trip planning SBA will reduce petroleum use in our fleet and increase the use of alternative fuels. SBA is currently collecting data on the composition of its fleet. Once this information is gathered, SBA will take on an active right-sizing plan in FY 2011. As many of our field offices already have only a single compact car, SBA is interested in examining alternative fleet arrangements, such as car-sharing between federal agencies. Cost impact and total carbon impact of fleet adjustments will be determined once preliminary data is gathered.

#### **d. Positions**

The SBA has designated staff for managing our fleet and facilities. The implementation of the fleet right-sizing, discussions with GSA, and pilot programs will be initiated at SBA headquarters. The SBA does not currently anticipate needing additional staff to complete this goal.

	SCOPE 1&2 GHG TARGET	Unit	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	....	FY 20
Buildings	Energy Intensity Reduction Goals (BTU/SF reduced from FY03 base year)	%	15%	18%	21%	24%	27%	30%	hold	....	hold
	Planned Energy Intensity Reduction (BTU/SF reduced from FY03 base year)	%	All buildings leased through GSA								
	Renewable Electricity Goals (Percent of electricity from renewable sources)	%	5%	5%	5%	7.5%	hold	hold	hold	hold	hold
	Planned Renewable Electricity Use (Percent of electricity from renewable sources)	%	All buildings leased through GSA								
Fleet	Petroleum Use Reduction Targets (Percent reduction from FY05 base year)	%	10%	12%	14%	16%	18%	20%	22%	....	30%
	Planned Petroleum Use Reduction (Percent reduction from FY05 base year)*	%	10%	12%	14%	16%	18%	20%	22%	....	30%
	Alternative Fuel Use in Fleet AFV Target (Percent increase from FY05 base year)	%	61%	77%	95%	114%	136%	159%	hold	....	hold
	Planned Alternative Fuel Use in Fleet AFV (Percent increase from FY05 base year)*	%	61%	77%	95%	114%	136%	159%	hold	....	hold
	Scope 1 & 2 - Reduction Target (reduced from FY08 base year)	%	2%	4%	6%	8%	10%	12%	14%	...	28%

\* SBA had not gathered sufficient information to create a valid FY 2005 baseline of alternative or regular fuel use. Though SBA currently plans to achieve mandated percentage reductions, these targets may be re-examined once a baseline is established.

**e. Agency Status**

In FY 2010 SBA focused on gathering existing information and understanding current requirements for increasing the sustainability of SBA's buildings and fleet. SBA also held preliminary meetings with GSA to discuss greening specific facilities, and the options for improving the environmental stewardship of our facilities across the country. SBA will also reduce its total real property space and by extension our GHG emission in FY 2011. In FY 2011 SBA will complete a full fleet assessment, identifying opportunities to right size our fleet and decrease our environmental impact.

**2 . Scope 3 Greenhouse Gas Reduction**

**a. Goal Description**

The SBA will reduce Scope 3 emissions by 9% by 2020.

The sub-goals of reducing Scope 3 emissions are:

1. Reduce Scope 3 emissions associated with federal employee travel
2. Improve data accuracy and overall data collection and analysis methods related to Scope 3 GHG emissions

**b. Agency lead for goal**

The agency lead for this goal is the SSO with coordination from the Denver Finance Center and the Office of Human Capital Management.

**c. Implementation Methods**

The SBA developed its initial inventory based on guidance provided by the Office of the Federal Environmental Executive (OFEE). As the SBA leases all facilities through GSA, the contributors to Scope 3 emissions which SBA is held accountable for are: business air travel, business ground travel, and employee commuting.

A large portion of SBA's travel is within the Office of Disaster Assistance (ODA). ODA deploys personnel to a disaster site immediately after a disaster strikes. The protocol for hiring a Disaster Reservist is based on a combination of factors including, availability, skill set and location. Using the Reservist's geographic location as the primary factor for deploying to a disaster site would be the most cost and environmentally effective approach; however, it may be untenable from a human capital and timeliness perspective. ODA is continuously assessing improvements that would have an impact of lowering travel costs and the carbon footprint of the agency. Disaster travel is a difficult area of GHG emissions to address, as there is not a predictable amount of travel done by this department. The amount of travel understandably fluctuates greatly based on the number of disasters requiring response.

SBA is also actively seeking ways to reduce non-disaster travel. SBA will examine current travel policies and develop ways to decrease travel by combining meetings, and using teleconferences. SBA is also examining the way it runs tradeshow, seeking ways to reduce employee travel from headquarters.

*Data for Scope 3 Emissions*

Travel: SBA is currently assessing the accuracy of travel data previously provided to GSA. SBA is committed to ensuring all information is provided to GSA, so that an accurate baseline may be calculated. Once our assessment is completed the SBA will make necessary adjustments to figures that have been provided to GSA, if it is found that disaster travel was underreported.

Commuting: SBA is in the process of collecting employee-commuting data for this 2010 report. In the future SBA will complete the commuting survey annually with the Human Capital Management survey.

Telework: SBA is sending notices and reminders to timekeepers about telework reporting on timesheets. In collecting data for this report the Office of Human Capital Management (OHCM) identified a concern that telework frequently goes unreported. By explaining the

purpose of collecting this information, and sending reminders, SBA hopes to increase the accuracy of telework reporting.

**d. Positions**

The data tracking for this goal will be managed as a collateral duty of employees in the Office of the Chief Financial Officer, the Office of Human Capital Management and the Office of Management and Administration. The SBA does not currently anticipate needing additional staff to complete this goal.

<b>SCOPE 3 GHG TARGET</b>	Units	FY 10	FY 11	FY 12	FY 13	FY 14	....	FY 20
Sub-Target for Federal Employee Travel (non-disaster)	%	0%	1%	1%	1%	1%	....	9%

**e. Agency Status**

In FY 2010 the SBA focused on beginning to accurately document the total GHG impact of SBA travel. In FY 2011 SBA will focus on designing a plan to reduce employee travel. The SBA already provides commuter benefits to encourage use of public transportation and encourages telework in many of its offices. SBA will examine expanding both of these programs to reduce our Scope 3 emissions.

**3 . Develop and Maintain Agency Comprehensive Greenhouse Gas Inventory**

**a. Goal Description**

The SBA will develop and maintain a comprehensive GHG Inventory.

**b. Agency lead for goal**

The agency lead for this goal is the SSO.

**c. Implementation Methods**

The SBA will use tools provided by OFEE to monitor our GHG emissions. Additionally, the SBA will conduct an Employee Commuter Survey and use GSA Fleet data to monitor agency GHG emissions. As previously stated SBA leases all properties through GSA, therefore SBA will work closely with GSA to ensure GSA reports all emissions for SBA's leased facilities.

**d. Positions**

The Office of Management and Administration is in the process of acquiring resources to manage this goal.

**e. Agency Status**

The SBA used the worksheets provided by OFEE to capture our Scope 3 emissions, excluding information for Transmission & Distribution losses as SBA leases all buildings. SBA will also be completing an Employee Commuter Survey in FY 2011. For Scope 1 & 2 emissions SBA will monitor GHG emissions of our fleet using the GSA GHG emissions tool.

**4 . High-Performance Sustainable Design / Green Buildings**

**a. Goal Description**

The SBA will work with GSA to increase the number of facilities we lease that meet the [Guiding Principles for Federal Leadership in High Performance and Sustainable Buildings \(Guiding Principles\)](#).

The sub-goals for high performance sustainable design/green buildings that are applicable to SBA, which owns no buildings, are:

- a. Ensure that at least 15% of SBA’s existing buildings that are larger than 5,000 Gross Square Feet meet guiding principles by FY 2015
- b. Demonstrate annual progress toward 100% conformance with *Guiding Principles* for entire building inventory
- c. Optimize performance of the SBA’s real property portfolio – examine opportunities to decrease environmental impact through consolidation, reuse and disposal of existing assets prior to adding new assets
- d. Ensure use of best practices and technology in rehabilitation of historic Federal properties

**b. Agency lead for goal**

The agency lead for this goal is the Chief of the Facilities Management Branch.

**c. Implementation Methods**

As leases expire and are renewed, and as new leases are signed, SBA will work with GSA to include strong lease language to indicate it’s preference for sustainable, high efficiency buildings. SBA will continue to meet the GSA standard and take GSA green leasing language as the minimum acceptable standard for building sustainability.

**d. Positions**

This work will be carried out by the staff of the Facilities Management Branch in coordination with GSA and in cooperation with our property managers. The SBA does not currently anticipate needing additional staff to complete this goal.

**e. Agency Status**

In FY 2011 SBA will continue to take an active leadership role in ensuring the sustainability of our facilities and working with GSA towards more environmentally conscious solutions. SBA will expand the efforts piloted with the headquarters building and headquarters property managers to field offices across the nation.

<b>SUSTAINABLE HIGH PERFORMANCE BUILDINGS (Buildings Meeting Guiding Principles)</b>	Units	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15
Leased Facilities Targets	%	*	*	4%	8%	12%	15%
Total Facility Targets	%	*	*	4%	8%	12%	15%

\* SBA has already submitted all space requests that could impact the number of high performance sustainable design/green buildings in FY 2010 and FY 2011.

## 5 . Regional and Local Planning

### a. Goal Description

The Small Business Administration will ensure that regional and local planning includes the consideration of environmental impacts, to the extent possible, under lease agreements with GSA.

### b. Agency lead for goal

The agency lead for this goal will be Chief of the Facilities Management Branch.

### c. Implementation Methods

The agency will coordinate with GSA to ensure sites are chosen with consideration given to access to public transportation.

### d. Positions

This goal will be managed by regular staff of the Facilities Management Branch. The SBA does not currently anticipate needing additional staff to complete this goal.

### e. Agency Status

The SBA is not currently planning any additional facilities, and does not own any buildings. SBA follows all applicable Executive Orders and Regulations and will continue its dedication to following these requirements.

## 6 . Water Use Efficiency and Management

The Small Business Administration will reduce potable water consumption. As the SBA leases all buildings from GSA we do not have access to water usage data necessary to monitor this goal and create percentage reduction targets. While the SBA will include water reduction tips in our employee education and encourage employees to use less water when possible, the SBA will not be able to accurately monitor progress on this goal. The SBA will also work with GSA and building owners to encourage the installation and use of water conserving technologies.

## 7 . Pollution Prevention and Waste Elimination

### a. Goal Description

The SBA will reduce pollution and focus on eliminating waste. Though SBA has limited access to trash collection data, SBA will work with GSA, property managers, and employees to reduce waste from our facilities.

The applicable sub-goals for pollution prevention and waste elimination are:

- a. Increase source reduction of pollutants and waste
- b. Divert at least 50% non-hazardous solid waste by FY 2015, excluding construction and demolition (C&D) debris
- c. Reduce printing paper use
- d. Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber
- e. Increase diversion of compostable and organic materials from the waste stream

### b. Agency lead for goal

The agency lead for this goal is the Chief of the Mailroom and Print Shop.

**c. Implementation Methods**

*Source reduction of pollutants and waste*—As most waste from the SBA is the result of office work; we have focused our strategies for reducing waste on reducing use of office consumables. Our two primary strategies for reducing waste will be to (1) implement eco-fonts and (2) standardize duplex printing, which will help reduce the consumption of both toner and paper.

*Divert at least 50% non-hazardous solid waste by FY 2015*—SBA is currently working with building owners and GSA across the country to examine ways to increase our recycling. Our Headquarters building had great success in involving the building owner in this project, which we hope to duplicate agency-wide.

*Reduce printing paper use*—The SBA has Standard Operating Procedures (SOPs) which require that duplex printing be used whenever possible. To increase the effectiveness of this SOP, SBA is conducting a pilot program at SBA Headquarters to make duplex printing the default setting on printers and copiers. SBA will also encourage employee education on alternatives to printing documents and paperless work environments.

*Increase use of uncoated printing and writing paper containing at least 30% postconsumer fiber*—SBA purchases almost all paper through the Government Printing Office and it contains at least 30% post consumer fiber. Beginning in FY 2011, the headquarters' Print Shop will pilot using paper with a higher percentage of postconsumer fiber. Depending on the success and cost of this initiative, the SBA will consider expanding this program.

**d. Positions**

The implementation of this plan will be carried out primarily by employees of the Office of the Chief Information Officer and the Print Shop. The SBA does not currently anticipate needing additional staff to complete this goal.

**e. Agency Status**

SBA will start a pilot program for both ecofonts and duplex printing in headquarters in FY 2011. The results of this pilot program will determine how the agency wide rollout will proceed.

**8 . Sustainable Acquisition**

**a. Goal Description**

The Small Business Administration will purchase goods and services from sustainable sources.

The sustainable acquisition sub-goals are:

- a. Ensure 95% of new contract actions, including task and delivery orders under new contracts and existing contracts, require the supply or use of products and services that are energy efficient (Energy Star or FEMP-designated), water efficient, biobased, environmentally preferable

- (excluding EPEAT-registered products), non-ozone depleting, contain recycled content, or are non-toxic or less toxic alternatives.
- b. Formulate an SBA green purchasing plan to ensure that all Federally-mandated designated products and services are included in all relevant acquisitions.

**b. Agency lead for goal**

The agency lead for this goal is the Procurement Division.

**c. Implementation Methods**

The Procurement Division at the SBA is currently undergoing transition and will be completely reorganized in the first quarter of FY 2011. After this reorganization a green procurement plan will be created, and a method for tracking sustainable acquisitions will be developed.

**d. Positions**

This effort will be coordinated by the Procurement Division and will involve all contract officers and contract specialists for its adequate implementation. Though this will affect the work of many of the Procurement Division’s staff members, the SBA does not anticipate requiring additional staff to meet this goal.

**e. Agency Status**

The SBA is currently in the planning stages of achieving this goal.

<b>SUSTAINABLE ACQUISITION</b>	Units	FY 10	FY 11	FY 12	....	FY 20
New Contract Actions Meeting Sustainable Acquisition Requirements	%	Unknown	95%	hold	hold	hold
Energy Efficient Products (Energy Star, FEMP-designated, and low standby power devices)	%	Unknown	TBD	TBD	TBD	TBD
Recycled Content Products	%	Unknown	TBD	TBD	TBD	TBD
Environmentally Preferable Products/Services (excluding EPEAT)	%	Unknown	TBD	TBD	TBD	TBD

**9 . Electronic Stewardship and Data Centers**

**a. Goal Description**

The SBA will use sustainable practices for the purchase and maintenance of electronic equipment, and will strive to reduce the GHG impact of our data centers.

The sub-goals of electronic stewardship and data centers are:

1. Increase the quantity of electronic assets disposed of through sound disposition practices
2. Meet the energy reduction goals for data centers
3. Ensure energy efficient management of data centers and servers through implementation of best practices

**b. Agency lead for goal**

The agency lead for this goal will be the Chief Information Office with significant coordination with the SSO. As each Field Office is responsible for purchasing printers and computers, each office will be responsible for implementing the requirements of this goal in their location.

**c. Implementation Methods**

This goal will be implemented through the Data Center Consolidation Plan and by ensuring that current Standard Operating Procedures are followed for duplex printing and for disposing of electronic equipment. SBA is also examining ways to reduce the number of printers to reduce energy cost, paper use and waste. Printers are currently purchased by each individual office without standards regarding who should have a printer and how printers should be shared. In FY 2011 the SSO will create an SOP to ensure all future purchases have duplexing capabilities and to reduce the total number of printers.

*Disposal of Assets*

The SBA currently uses GSAXcessing to dispose of surplus electronic equipment. SBA is currently in negotiations with a contractor to dispose of Blackberries. Though the SBA's current plan for excessing items is environmentally sound, we are continuously seeking environmentally friendly disposal practices.

*Datacenters*

The agency is reducing the number of internal data centers it uses by 50%, from four to two in FY 2012. The remaining datacenters will be hosted in commercial spaces, which will provide quantifiable hard cost data, such as cost of space, heat and electricity to help the agency monitor and reduce the environmental impact of its data centers. The SBA is also deploying blade servers and virtualization to reduce the amount of necessary hardware and energy consumption.

**d. Positions**

The implementation of the Strategic Sustainability Performance Plan in electronic stewardship will be completed primarily by the Office of Management and Administration, individual field offices and the Office of the Chief Information Officer. The SBA does not currently anticipate needing additional staff to complete this goal.

<b>ELECTRONIC STEWARDHIP &amp; DATA CENTERS</b>	Units	FY 10	FY 11	FY 12	FY 13
% of device types covered by current Energy Star specifications that must be energy-star qualified	%	?	90%	95%	Hold
% of electronic assets covered by sound disposition practices	%	100	100	100	100
% of cloud activity hosted in a data center	%	0%	30%	60%	Hold
% of agency data centers independently metered or advanced metered and monitored on a weekly basis	%	50%	90%	100%	Hold
Reduction in the number of agency data centers	%	0%	20%	40%	50%
% of agency, eligible electronic products with power management and other energy-environmentally preferable features (duplexing) actively implemented and in use	%	55%	95%	100%	Hold
% of agency data centers operating with an average CPU utilization of 60-70%	%	?	50%	75%	Hold
% of agency data centers operating at a PUE range of 1.3 – 1.6	%	25%	25%	50%	Hold
% of covered electronic product acquisitions that are EPEAT-registered	%	?	95%	95%	Hold
% of agency data center activity implemented via virtualization	%	5%	30%	40%	Hold

#### **e. Agency Status**

The SBA recycles all eligible electronic equipment devices through the GSAXcessing program. The Office of the Chief Information Officer has created a Data Center Consolidation Plan and will begin implementing this plan in FY 2011. SBA is also examining ways to reduce the total number of printers.

## **10 . Employee Actions**

Like most other small agencies, that do not control major emissions sources such as facilities, the SBA must find creative ways to reduce its GHG emissions. In response to this, the agency has formulated 3 key strategies to help alter employee behavior in the office to reduce GHG emissions.

1. SBA will send out monthly “Greening the Office” tips in the SBA Daily. These ideas to reduce agency GHG emissions will be coordinated with a virtual suggestion box for employees to assist the agency in identifying ideas to further our reduction of GHG emissions.
2. We will change from an *Opt-in to an Opt-out* strategy for green solutions in the work place. Through simple steps, such as making duplex printing the default on printers and implementing standard printing in ecofonts, the SBA will make green actions a natural part of the work day.
3. SBA will lower the energy consumption of individual employees by encouraging the removal of private property that uses a great deal of electricity. By encouraging the removal of these items we can lower our agencies carbon footprint.

**Section 3: Agency Self Evaluation**

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Does your plan provide/consider overarching strategies and approaches for achieving long-term sustainability goals?	Yes
Does your plan identify milestones and resources needed for implementation?	Yes
Does your plan align with your agency's 2011 budget submission?	Yes
Is your plan consistent with your agency's FY 2011 budget and appropriately aligned to reflect your agency's planned FY 2012 budget submission?	Yes
Does your plan integrate existing EO and statutory requirements into a single framework and align with other existing mission and management related goals to make the best use of available resources?	Yes
Does your plan provide methods for obtaining data needed to measure progress, evaluate results, and improve performance?	Yes

*Planned Actions Before Next Submission*

The SBA is undertaking a number of steps to increase the sustainability of our operations by the end of FY 2011. Many of the steps taken in the next year will serve as foundational steps to both establish a sustainability baseline, and begin taking steps to a more sustainable and environmentally conscious future. As the agency continues its sustainability planning, SBA will solicit sustainability improvements from employees, attend CEQ sponsored workshops on Sustainability and search for ways SBA can contribute to a more sustainable Federal Government. Our timeline for FY 2011 is as follows:

**November-December 2010**

- Create Fleet Database with necessary environmental information
- Implement Green Office Tips
- Increase the percentage of recycled paper used in Print Shop

**January-June 2011**

- Provide information agency-wide to affected departments, explaining new requirements and commitments
- Begin Right-Sizing Fleet
- Reduce Real Property Space
- Establish auto-duplexing, or find an alternative means of setting this as default whenever possible
- Centralize printing wherever possible and institute printer SOP
- Initiate Eco-font Pilot Program and asses for Agency Wide expansion
- Approach GSA and other agencies about car sharing