



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Flight Accreditation Emissions Data Form Guide

To earn accreditation, business aviation entities are required to provide emissions data via the Emissions Data Form. The Emissions Data Form Guide should be used in conjunction with the [Calculation Guide](#) and [Program Requirements Document](#) to prepare for form submission. The questions below are identical to the questions asked in the Emissions Data Form, so a business aviation entity can prepare for submission by using this outline.

To achieve an initial accreditation, a business aviation entity must document a minimum of 10% CO₂ emissions reduction or offsetting of their accreditation-related emissions in their comparison year over their baseline year. If a business aviation entity is lacking any data, or acquiring this data presents a significant challenge, the business aviation entity is encouraged to get in touch with NBAA to discuss any alternative solutions that still allow the entity to meet accreditation requirements.

Business aviation entities will use the Emissions Data Form to submit their sustainability strategy document and any individual evidence, as detailed in the final section below.

Note: All numbers should be rounded to two decimal places unless otherwise specified.

FLIGHT ACCREDITATION EMISSIONS DATA FORM

1. Enter the name of your Business Aviation Entity

2. Enter the Business Aviation Entity's geographical location

Please identify the city and state, or airport. If your Business Aviation Entity has multiple locations in a given city, identify which location you are applying for accreditation on behalf of.

3. Contact Name

This is the primary point of contact for the Business Aviation Entity's Flight Accreditation application.

4. Enter contact's email address

Baseline Year Flight-Related Emissions

Flight-Related Emissions: metric tonnes of CO₂ as a result of conducting flight operations.

5. Total baseline year annual gallons of fuel purchased _____
This includes **all** fuel uploaded to **all** owned, fractionally owned, or leased aircraft from the first day of the baseline year to the last. This **includes** all SAF and Book & Claim fuel purchased.
6. Total baseline year metric tonnes of CO₂ emissions as a result of all fuel purchased _____
This includes CO₂ emissions from all fuel uploaded, including SAF and Book & Claim purchases. **Do not include any lifecycle reductions from SAF and/or Book & Claim at this time.** SAF and Book & Claim lifecycle reductions will be factored in later. Use the Calculation Guide for reference, step 1.
7. Did your Business Aviation Entity purchase sustainable aviation fuel (SAF) during your baseline year?
 - a. Baseline year total annual gallons of SAF purchased _____
This includes **all** direct SAF uploads to **all** owned, fractionally owned, or leased aircraft from the first day of the baseline year to the last.
 - b. Total metric tonnes of CO₂ emissions reduction by direct SAF upload in baseline year _____
The lifecycle emissions associated with one purchase of SAF vary depending on the blend and carbon index reduction. Use the Calculation Guide for reference, step 2.
8. Did your Business Aviation Entity purchase SAF via Book & Claim during your baseline year?
 - a. Baseline year total annual gallons SAF via Book & Claim purchased _____
This includes **all** Book & Claim purchases to **all** owned, fractionally owned, or leased aircraft from the first day of the baseline year to the last.
 - b. Total metric tonnes of CO₂ emissions reduction by Book & Claim during your baseline year _____
Similar to SAF, the lifecycle emissions associated with a Book & Claim purchase vary depending on the blend and carbon index reduction. Use the Calculation Guide for reference, step 3.
9. Did your Business Aviation Entity purchase carbon offsets to specifically offset flight-related emissions during your baseline year?
 - a. Total metric tonnes of CO₂ emissions reduction by carbon offsets during your baseline year (total offsets purchased specifically to offset flight emissions) _____
This includes any offsets purchased to specifically offset flight-related emissions only. The offsets may have been purchased in that year, or purchased afterward and directly attributed to emissions created in that year. A carbon offset must be retired after a single use. Use the Calculation Guide for reference, step 4.
10. Final annual metric tonnes CO₂ emissions during your baseline year _____
This includes any lifecycle reductions from SAF and Book & Claim, and carbon offsets. Use the Calculation Guide for reference, step 5.
11. Total number of aircraft in fleet during your baseline year _____
This includes **all** owned, fractionally owned, or leased aircraft from the first day of the baseline year to the last. Total fleet number should be prorated if the total fleet size has fluctuated in the last year. Use the Calculation Guide for reference, step 6.
12. Final annual metric tonnes of CO₂ emissions per aircraft during your baseline year _____
This will be the Business Aviation Entity's flight emissions baseline. Use the Calculation Guide for reference, step 7.

Comparison Year Flight-Related Emissions

Flight-Related Emissions: metric tonnes of CO₂ as a result of conducting flight operations.

13. Total comparison year annual gallons of fuel purchased _____
This includes **all** fuel uploaded to **all** owned, fractionally owned, or leased the first day of the comparison year to the last. This **includes** all SAF and Book & Claim fuel purchased.
14. Total comparison year metric tonnes of CO₂ emissions as a result of all fuel purchased _____
This includes CO₂ emissions from all fuel uploaded, including SAF and Book & Claim purchases. **Do not include any lifecycle reductions from SAF and/or Book & Claim at this time.** SAF and Book & Claim lifecycle reductions will be factored in later. Use the Calculation Guide for reference, step 1.
15. Did your Business Aviation Entity purchase sustainable aviation fuel (SAF) during your comparison year?
 - a. Comparison year total annual gallons of SAF purchased _____
This includes **all** direct SAF uploads to **all** owned, fractionally owned, or leased aircraft from the first day of the comparison year to the last.
 - b. Total metric tonnes of CO₂ emissions reduction by direct SAF upload during your comparison year _____
The lifecycle emissions associated with one purchase of SAF vary depending on the blend and carbon index reduction. Use the Calculation Guide for reference, step 2.
16. Did your Business Aviation Entity purchase SAF Book & Claim during your comparison year?
 - a. Comparison year total annual gallons SAF via Book & Claim purchased _____
This includes **all** Book & Claim purchases to **all** owned, fractionally owned, or leased aircraft from the first day of the comparison year to the last.
 - b. Total metric tonnes of CO₂ emissions reduction by Book & Claim during the comparison year _____
Similar to SAF, the lifecycle emissions associated with a Book & Claim purchase vary depending on the blend and carbon index reduction. Use the Calculation Guide for reference, step 3.
17. Did your Business Aviation Entity purchase carbon offsets to specifically offset flight-related emissions during the comparison year?
 - a. Total metric tonnes of CO₂ emissions reduction by carbon offsets during the comparison year (total offsets purchased specifically to offset flight emissions) _____
This includes any offsets purchased to specifically offset flight-related emissions only. The offsets may have been purchased in that year, or purchased afterward and directly attributed to emissions created in that year. A carbon offset must be retired after a single use. Use the Calculation Guide for reference, step 4.
18. Final annual metric tonnes CO₂ emissions during the comparison year _____
This includes any lifecycle reductions from SAF and Book & Claim, and carbon offsets. Use the Calculation Guide for reference, step 5.
19. Total number of aircraft in fleet during the comparison year _____
This includes **all** owned, fractionally owned, or leased aircraft from the first day of the comparison year to the last. Total fleet number should be prorated if the total fleet size has fluctuated in the last year. Use the Calculation Guide for reference, step 6.
20. Final annual metric tonnes of CO₂ emissions per aircraft during the comparison year _____
This will be the Business Aviation Entity's comparison year flight emissions (to be reviewed against the baseline year). Use the Calculation Guide for reference, step 7.

Emissions Comparison

This section relates to the **annual metric tonnes of CO₂ emissions per aircraft** in both your baseline and comparison years.

21. Percentage emissions reduction from the baseline year to the comparison year _____
Compare the annual metric tonnes of CO₂ emissions per aircraft from the baseline year to the comparison year and determine the reduction as a percentage. Use the Calculation Guide for reference.

Additional Flight Accreditation Data

22. Did your company acquire aircraft or upgrade aspects of aircraft within the past three years?(Yes or No)
 - a. If yes, were environmental sustainability requirements included in the upgrade or overhaul process?
23. Does your company plan to acquire aircraft or upgrade aspects of aircraft within the coming three years? (Yes or No)

Individual Evidence Upload

The Flight Accreditation requires Individual Evidence for all fuel tracking and emissions, and the number of aircraft. If applicable, individual evidence is also required for EU-ETS compliance, CORSIA compliance, SAF purchases, Book & Claim purchases, and carbon offsets purchases. Upload all Individual Evidence under the appropriate question in this section. This is also where you will upload the Business Aviation Entity's Sustainability Strategy document. Ensure all documents have been clearly and appropriately named.

24. Upload Individual Evidence for baseline year fuel tracking
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
25. If applicable or not included in previous tracking report, upload Individual Evidence for baseline year SAF fuel purchases
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
26. If applicable or not included in a previous tracking report, upload Individual Evidence for baseline year Book & Claim purchases
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
27. If applicable, upload Individual Evidence for carbon offsets purchased during your baseline year to specifically offset flight-related emissions
Reference Individual Evidence Guide for accepted documentation.
28. Upload Individual Evidence for baseline year aircraft totals
Reference Individual Evidence Guide for accepted documentation.
29. Upload Individual Evidence for comparison year fuel tracking
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
30. If applicable or not included in previous tracking report, upload Individual Evidence for comparison year SAF fuel purchases
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
31. If applicable or not included in a previous tracking report, upload Individual Evidence for comparison year Book & Claim purchases
NBAA Flight Fuel Purchase Log or other fuel tracking report accepted.
32. If applicable, upload Individual Evidence for carbon offsets purchased during the comparison year to specifically offset flight-related emissions
Reference Individual Evidence Guide for accepted documentation.
33. Upload Individual Evidence for comparison year aircraft totals
Reference Individual Evidence Guide for accepted documentation.
34. If applicable, upload Individual Evidence for EU-ETS compliance
Reference Individual Evidence Guide for accepted documentation.
35. If applicable, upload Individual Evidence for CORSIA compliance
Reference Individual Evidence Guide for accepted documentation.
36. Upload your final Sustainability Strategy document
37. Upload any other documentation as Individual Evidence here
Reach out to the NBAA Sustainability Team at sustainability@nbaa.org if you have any questions, concerns, or additional documents to submit.