



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Flight Application Form and Guidance Document

Use this form and checklist to provide the details and supporting documentation for your application for the Flight focus area for the 2024 application for Sustainable Flight Department Accreditation.

Contact Information

Full Name _____

Job Title _____

Company Name / Business Aviation Entity _____

Email _____

Phone _____

Baseline Year 2019 _____ Other _____

The recommended baseline year is 2019, but applicants may use another year, subject to NBAA approval, if another year would serve as a more meaningful benchmark.

	Baseline Year	2023
Net Metric Tonnes of CO ₂ Emissions per Aircraft		

Use the Flight CO₂ Emissions Data Worksheet (Excel) to calculate these values.

Flight Focus Area – Supporting Document Checklist

Attach supporting documentation for each item below. If an item is not applicable to your company, include an explanation for why this item does not apply. Ensure your responses are relevant to your parent organization, with a focus on how the business aviation entity specifically puts those overarching strategies into action. Additional guidance for each item is included in this document.

- Flight 1: Annual Aircraft Emissions**
- Flight 2: Sustainable Aviation Fuel (SAF) and Book and Claim**
- Flight 3 Carbon Credits (Offsets)**
- Flight 4: Aircraft**
- Flight 5: Flight Planning and Operations**
- Flight 6: EU Emissions Trading System (EU ETS)**
- Flight 7: Carbon Offsetting and Reduction Scheme for International Aviation (CORSA)**
- Flight 8: New Aircraft Acquisition or Upgrades (Including Lease)**
- Flight 9: Inflight Cabin Service**

Submit this form and all supporting documentation to sustainability@nbaa.org.

There will be two review cycles for 2024 applications. Applications, payments and supporting documentation must be received by the deadlines below:

- **Cycle 1 Deadline: June 30, 2024**
- **Cycle 2 Deadline: Dec. 16, 2024**

If you have any questions about the Sustainable Flight Department Accreditation application process, email sustainability@nbaa.org.

File Naming Conventions for Supporting Documents

To streamline the Sustainable Flight Department Accreditation audit process, applicants should provide electronic copies of supporting documents with the following file naming convention.

SampleCompany_2023_Flight_2_Fuel_and_Emissions_Data.xlsx

Company/Entity Year Focus Area Number and Description File Extension

Include separate files for the baseline year and 2023 when required:

SampleCompany_2019_Flight_2_Fuel_and_Emissions_Data.xlsx

SampleCompany_2023_Flight_2_Fuel_and_Emissions_Data.xlsx

When there are multiple files for the same year and focus area, add a number suffix:

SampleCompany_2019_Flight_2_Fuel_and_Emissions_Data_1.xlsx

SampleCompany_2019_Flight_2_Fuel_and_Emissions_Data_2.xlsx

If you have any questions about submitting supporting documents, email sustainability@nbaa.org.

Flight 1: Annual Aircraft Emissions

The goal of this requirement is to better understand your business aviation entity's emissions footprint by investigating Scope 1 emissions against a baseline year. Follow this guidance to compute emissions:

Emissions are calculated from gallons of fuel uploaded. When Jet A is burned, it is converted primarily to CO₂ and water vapor. Converting gallons of Jet A to CO₂ is a straightforward calculation (gallons Jet A x 0.0096696 = metric tonnes CO₂ emissions). For additional context, applicants can consult the GHG Protocol Corporate Accounting and Reporting Standard (<https://ghgprotocol.org/corporate-standard>).

Supporting documentation should thoroughly explain the method with which CO₂ emissions were tracked and calculated for all aircraft. Identify the business aviation entity sustainability officer or consulting service that provided annual emissions data.

The recommended baseline year is 2019, but applicants may use another year, subject to NBAA approval, if another year would serve as a more meaningful benchmark.

Include a summary of the business aviation entity's annual emissions for both the baseline year and 2023, which must come from fuel data to compute the associated calculated metric tonnes CO₂ emissions.

Applicants may use the **Flight Fuel Purchase Log**, but other fuel tracking reports may be accepted, if they contain the required data. Data required for each fuel purchase transaction includes:

- Transaction date
- Receipt number
- Tail number
- Airport Identifier (ICAO airport code)
- Fuel vendor
- Gallons purchased
- Total metric tonnes CO₂ emissions

Applicants must provide:

- Tracking sheet of baseline year emissions reductions
- Tracking sheet of 2023 emissions reductions

Flight 2: Sustainable Aviation Fuel (SAF) and Book and Claim

Provide the following supporting information regarding SAF and book and claim:

- Summary the business aviation entity's assessment of the availability and benefits of uploading SAF
- Flight Fuel Purchase Log or other tracking documentation for all SAF and book and claim purchases
- Documentation of the system used to track and verify SAF purchases, and whether transportation emissions are taken into account

Emissions reductions from direct SAF deliveries or purchased SAF through book and claim for the carbon credits, individual evidence must come from fuel data, the associated calculated metric tonnes CO₂ emissions, and any metric tonnes CO₂ emissions savings. Applicants will also need to provide certificates of analysis and any other documentation to identify the blend and carbon index reduction.

Applicants may use the **Flight Fuel Purchase Log**, but other reports are accepted, if they contain the following required data for each fuel transaction:

- Transaction date
- Receipt number
- Fuel Farm Airport Identifier (ICAO airport code)
- Fuel vendor
- Gallons purchased
- Fuel transaction type (i.e. SAF/Book and Claim)
- SAF Feedstock
- % Neat SAF (fuel blend ratio)
- Neat carbon intensity reduction
- Total metric tonnes CO₂ emissions
- Lifecycle CO₂ emissions savings as a result of SAF or Book and Claim
- Net CO₂ emissions (total metric tonnes with savings subtracted)

Applicants must provide:

- Tracking sheet of baseline year emissions reductions
- Tracking sheet of 2023 emissions reductions

Flight 3: Carbon Credits (Offsets)

If your business aviation entity is claiming a reduction in net emissions from carbon credit purchases, specific emissions savings information should be identified. Include additional information, such as the project name and details, and how the purchase contributes to your business aviation entity's goals.

If your business aviation entity does not use carbon credits as part of its net reduction strategy, explain why.

Carbon credits must be purchased from a certified or verified program. Offsets approved by CORSIA are acceptable for the accreditation program. If your business aviation entity has purchased credits that are not currently approved under CORSIA, explain how these credits meet similar quality and standards. The offsets may have been purchased at any time and count toward a given calendar year, if they have not yet been claimed/retired. A carbon offset must be retired after a single use.

All applicants should provide carbon credit purchase certificates and retirement information. If your business aviation entity is not asserting a net reduction in emissions due to carbon credits, elaborate on the entity's intentions regarding the use or non-use of offsets in the future.

If more than one transaction is made, the information should be documented via a tracking sheet. Applicants may use their own format, if it contains following required data for each transaction:

- a. Date of purchase
- b. Name of entity purchased from or project name
- c. Metric tonnes CO₂ emissions credit
- d. Carbon credit standard
- e. Verification of retirement of credit

Flight 4: Aircraft

Applicants must identify, through individual evidence (such as aircraft registration documentation), all aircraft owned or operated in both the baseline and 2023. Aircraft acquired or sold during the baseline year or 2023 will be prorated.

Include all aircraft, even if you have offset 100% of emissions, because this data will be relevant for accreditation renewal. Only include aircraft operating under Part 91 corporate or fractional ownership. For OEMs, this could include demonstration, experimental and test aircraft in addition to your corporate fleet, if these aircraft are part of the business aviation entity.

Emissions from these aircraft represent your Scope 1 emissions.

Flight 5: Flight Planning and Operations

Summarize your business aviation entity's methods to track and reduce emissions, including the following: Identify existing procedures to reduce emissions. Examples include:

- Single-engine taxi procedures
- Long-range cruise procedures to reduce fuel used
- Continuous descent approach procedures
- Weight reducing practices
- Passenger education

Describe any noise reduction efforts or procedures. Confirm compliance with local noise abatement procedures and linkage to safety.

Flight 6: EU Emissions Trading System (EU ETS)

If your business aviation entity is required to participate in EU-ETS, the following evidence must be provided:

- a. The business aviation entity's approved monitoring plan for monitoring and reporting annual emissions
- b. The business aviation entity's most recent verified emissions report

If your business aviation entity is not required to participate in EU-ETS, provide a brief statement explaining why compliance is not required.

Applicants should refer to the [EU-ETS website](#) to confirm whether or not they qualify as a small emitter.

Flight 7: Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)

If your business aviation entity is required to comply with CORSIA, submit CORSIA CO₂ Estimation & Reporting Tool (CERT) paperwork or other documentation verifying participation and qualified offsets purchase

Flight 8: New Aircraft Acquisition or Upgrades (Including Lease)

When purchasing new aircraft, participants should consider that more fuel efficient aircraft will lead to a reduction in overall carbon emissions, as well as operating costs. An environmental impact and cost effectiveness analysis of new equipment vs. current equipment should be reviewed when making capital investments.

When your business aviation entity seeks to upgrade its aircraft, care should be taken to consider environmental impacts. Installation of winglets, upgrading avionics to enable direct routing, and interior upgrades to reduce weight and use sustainable materials can have environmental impacts.

Supporting documentation should include the following:

- a. Summary of your business aviation entity's aircraft

- acquisition strategy
- b. Explanation of how sustainability requirements were included in a recent acquisition or upgrade process, and summary of environmental improvements realized as a result
 - c. Outline of plans to acquire or upgrade the aircraft within the coming three years, and summary of environmental requirements or considerations included in the process
 - d. If your entity has purchased or is purchasing a new aircraft, summary of the environmental impact and cost effectiveness analysis associated with reduced fuel use of new aircraft purchase or lease

Flight 9: Inflight Cabin Service

The goal of this requirement is to analyze the impact on sustainability of any potential improvements to cabin service, while ensuring that practices to reduce waste do not lead to increased emissions. NBAA would like to know what procedures, if any, participants are implementing to reduce waste resulting from inflight service. Examples include the use of lighter weight service equipment, reduction of waste going to a landfill, and utilizing more sustainable waste management processes. Applicants may set targets for waste reduction. Ensure any in-flight service practices to reduce waste do not lead to increased fuel burn and GHG emissions.

Include the following supporting documentation:

- **Analysis of in-flight service procedures**
Summarize the current procedures addressing waste and waste reduction
- **Identification of areas where waste can be decreased**
Create a list of current products and any potential substitutions and goals. Provide as individual evidence, if preferred.
- **Process to reduce plastic waste**
Summarize the process to select eco-conscious products, packaging and reduce plastic waste for in-flight services. This should include mention of a recycling or composting program for in-flight waste, if possible.