



# NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

## Infrastructure Application Form and Guidance Document

Use this form and checklist to provide the details and supporting documentation for your application for the Infrastructure focus area for the 2025 application for Sustainable Flight Department Accreditation.

### Contact Information

Full Name \_\_\_\_\_

Job Title \_\_\_\_\_

Company Name (Corporate Entity) \_\_\_\_\_

Flight Department (Business Aviation Entity) \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Operation Type \_\_\_\_\_

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.

| Scope 2 Emissions – Energy Usage                               | Baseline Year | 2024 |
|--|---------------|------|
| Net Metric Tonnes of CO <sub>2</sub> Emissions per Square Foot |               |      |

### Flight Focus Area – Supporting Document Checklist

Attach a 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.

- Infrastructure 1: Annual Emissions From Energy Usage
- Infrastructure 2: Infrastructure Square Footage
- Infrastructure 3: Energy Efficiency
- Infrastructure 4: Renewable Energy Solutions and Data
- Infrastructure 5: Carbon Credits (Offsets)
- Infrastructure 6: Water Management Techniques
- Infrastructure 7: Water Usage Data
- Infrastructure 8: Indoor Air Quality
- Infrastructure 9: Infrastructure Resiliency

**Submit this form and all supporting documentation to [sustainability@nbaa.org](mailto:sustainability@nbaa.org).**

**There will be two review cycles for 2025 applications. Applications, payments and supporting documentation must be received by the deadlines below:**

- Cycle 1 Deadline: June 30, 2025
- Cycle 2 Deadline: Dec. 15, 2025

If you have any questions about the Sustainable Flight Department Accreditation application process, email [sustainability@nbaa.org](mailto: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\_2024\_Infrastructure\_2\_Emissions\_Data.xlsx**

|                |      |                                   |                |
|----------------|------|-----------------------------------|----------------|
| Company/Entity | Year | Focus Area Number and Description | File Extension |
|----------------|------|-----------------------------------|----------------|

Include separate files for the baseline year and 2024 when required:

SampleCompany\_2019\_Infrastructure\_2\_Emissions\_Data.xlsx

SampleCompany\_2024\_Infrastructure\_2\_Emissions\_Data.xlsx

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

SampleCompany\_2019\_Infrastructure\_2\_Emissions\_Data\_1.xlsx

SampleCompany\_2019\_Infrastructure\_2\_Emissions\_Data\_2.xlsx

If you have any questions about submitting supporting documents, email [sustainability@nbaa.org](mailto:sustainability@nbaa.org).

### Infrastructure 1: Annual Emissions From Energy Usage

The goal of this requirement is to address Scope 2 emissions as a result of infrastructure, comparing emissions for a baseline year with 2024.

The program method to measure energy consumption is similar to that used by the Environmental Protection Agency (EPA). The accreditation considers annual energy consumed per gross square foot of the building. This is calculated by dividing the total gross energy consumed in a one-year period (expressed in kilowatt-hours) from non-renewable sources. This is then converted to CO<sub>2</sub> emissions and divided by the total gross square footage of the building.

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.

Thoroughly explain the method with which CO<sub>2</sub> emissions were tracked and calculated (e.g. business aviation entity sustainability officer, consulting service, etc). Show your work.

Applications must include a summary of the business aviation entity's annual emissions for both the baseline year and 2024, which must come from energy use and the associated calculated metric tonnes CO<sub>2</sub> emissions.

Applicants may use the **Infrastructure Energy Use Log**, but other emissions tracking reports may be accepted, if they contain the required data. Data required for each energy purchase transaction includes:

- Energy provider
- Billing period start
- Billing period end
- Monthly non-renewable energy usage in kilowatts/per hour
- Total metric tonnes CO<sub>2</sub> emissions resulting from non-renewable energy usage.

Applicants must provide:

- Tracking sheet of baseline year energy usage
- Tracking sheet of 2024 energy usage

### Infrastructure 2: Infrastructure Square Footage

Supporting documentation should summarize the business aviation entity's infrastructure square footage used in emissions calculations.

Applicants must identify, through individual evidence, the total infrastructure square footage in both the baseline year and the comparison year. Include the infrastructure square footage even if you have 100% offset your emissions or use 100% renewable energy, as this data is relevant for accreditation renewal.

Applicants must provide:

- Evidence of square footage in the baseline year
- Evidence of square footage in 2024

### Infrastructure 3: Energy Efficiency

Summarize your business aviation entity's efforts to reduce energy consumption and increase energy efficiency:

- Identify existing measures implemented to reduce energy consumption and enhance efficiency
- Identify any infrastructure or appliances currently certified or recognized to an environmentally sustainable standard, or future acquisition strategies.
- If claiming the use of any infrastructure or appliances certified or recognized as meeting an environmentally sustainable standard, individually list the infrastructure or appliances and identify/describe their use in the operation.

### Infrastructure 4: Renewable Energy Solutions and Data

Consider purchasing "green" energy from your power company or renewable energy credits (RECs). Green energy represents renewable energy resources and technologies that provide the highest environmental benefit by reducing the emissions associated with traditional electricity sources. Sources of renewable energy include: wind power, solar power, geothermal technologies, landfill gas,

biomass power, low-impact small hydropower, and on-site renewable energy (e.g., solar, wind turbine). Additionally, energy storage solutions (e.g., batteries) allow surplus wind and solar power to be stored and used later when required.

Submit the following supporting documentation related to renewable energy and RECs:

- a. Summarize any renewable energy solutions implemented.
- b. Identify future plans to enhance renewable energy use. Reference entity goals, if applicable (purchasing renewable energy, offsetting strategies, etc.)

If your business aviation entity is claiming net emissions reductions from renewable energy purchases, individual evidence of the transactions must be provided. This can be included in the emissions summary individual evidence (identified above in Infrastructure 5), or applicants can use a separate tracking sheet for this information.

Applicants may use the **Infrastructure Energy Use Log**, but other reports are accepted, if they contain the following required data for monthly energy usage includes:

- a. Billing date
- b. Location address or other identifier
- c. Energy provider
- d. Billing period start
- e. Billing period end
- f. Monthly renewable energy usage in kilowatts/per hour

If purchasing RECs, the business aviation entity must provide evidence of RECs or allowances purchases, as well as retirement or any other evidence that ensures the RECs or allowances are not double counted.

Applicants must provide:

- Tracking sheet of baseline year renewable energy
- Tracking sheet of 2024 renewable energy

### **Infrastructure 5: 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 has purchased credits that are not currently approved under CORSIA, explain how these credits meet similar quality and standards.

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. 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 CO<sub>2</sub> emissions credit
- d. Carbon credit standard
- e. Verification of retirement of credit

### **Infrastructure 6: Water Management Techniques**

The goal of this requirement is to ensure that water management is addressed as part of a business aviation entity's sustainability initiatives. Metering, measuring and managing facility water use can help identify saving opportunities. This also assures the equipment is running correctly and maintained properly to help prevent water waste from leaks or malfunctioning mechanical equipment.

Supporting documentation should include the following:

- a. Summary of your business aviation entity's water usage. This includes:
  - Total annual quantity used in gallons
  - Summary of activities that use water (i.e. landscape irrigation, aircraft washing, facilities & restrooms, etc.)
- b. Summary or list of implemented water use reduction solutions

### **Infrastructure 7: Water Usage Data**

Your business aviation entity will need to provide, through individual evidence, a summary of your annual water usage. Baseline year and comparison year individual evidence must come from water usage data. Applicants should create a water management tracking sheet that contains the required data to monitor progress and specifies the building address or other identifier. Data required for each monthly water usage include:

- a. Billing date
- b. Utility provider name
- c. Billing period start
- d. Billing period end

e. Total water usage in gallons/per month

Applicants must provide:

- Tracking sheet of water usage in the baseline year
- Tracking sheet of water usage in 2024

### **Infrastructure 8: Indoor Air Quality**

The goal of this requirement is to consider air quality as part of a business aviation entity's sustainability initiatives. Consider assessing and improving indoor air quality. Air inside a building can contain pollutants from inside and outside. A building's ventilation system can impact indoor air quality, either by reducing or introducing pollutants. Common indoor air pollutants include radon, particle pollution, carbon monoxide, Volatile Organic Compounds (VOCs), bacteria, microbial contaminants, biological contaminants (e.g., dust mites, mold, pet dander) and tobacco smoke. Other factors that affect indoor air quality, include the air exchange rate, outdoor climate, weather conditions, and occupant behavior.

Summarize the indoor air quality assessment process, including:

- a. Identify services utilized to conduct assessments
- b. Identify any documented results, recommendations, or feedback
- c. Identify any solutions implemented or those that are being planned

### **Infrastructure 9: Infrastructure Resiliency**

Infrastructure resiliency is a critical part of protecting communities and resources amidst changing climate conditions. Consider conducting an infrastructure resiliency assessment to understand potential extreme weather event stressors. Facility-specific considerations include: below-grade areas; mechanical and electrical systems; facility construction details; utility systems; and stormwater infrastructure.

Summarize the infrastructure resiliency assessment process, including:

- a. Identify services utilized to conduct assessments
- b. Identify any documented results, recommendations, or feedback
- c. Identify any solutions implemented or those that are being planned