



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Ground Support – Re-accreditation Application Form and Guidance Document

Use this form and checklist to provide the details and supporting documentation for your application for the Ground Support 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 _____

As a reminder, your renewal will be evaluated in comparison to the baseline year provided in your original application.

Scope 1 Emissions – Ground Support	Baseline Year	2024
Net Metric Tonnes of CO ₂ Emissions per Vehicle		

Ground Support – 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.

- Ground 1: Annual Ground Support Fuel and Emissions Data**
- Ground 2: Number of Ground Support Vehicles**
- Ground 3: Fuel Efficiency**
- Ground 4: Emissions Reductions from Alternative Fuels**
- Ground 5: Carbon Credits (Offsets)**
- Ground 6: New Ground Support Acquisition (Including Lease)**
- Ground 7: Spill Prevention Control and Mitigation Plan**

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

Applications, payments and supporting documentation must be received by Dec. 15. 2025.

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_2024_Ground_5_Alternative_Fuels.xlsx
Company/Entity Year Focus Area Number and Description File Extension

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

SampleCompany_2019_Ground_5_Alternative_Fuels.xlsx

SampleCompany_2024_Ground_5_Alternative_Fuels.xlsx

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

SampleCompany_2019_Ground_5_Alternative_Fuels_1.xlsx

SampleCompany_2019_Ground_5_Alternative_Fuels_2.xlsx

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

Ground 1: Annual Ground Support Fuel and Emissions Data

Provide an update on your business aviation entity's emissions footprint by measuring Scope 1 emissions as a result of ground support vehicles. Include emissions from propane and natural gas if used as an energy source.

Applicants must provide the total metric tonnes of CO₂ emissions from ground support vehicles in the baseline year and 2024.

Thoroughly explain the method with which CO₂ emissions were tracked and calculated (e.g. business aviation entity sustainability officer, consulting service, etc). Show your work.

Your application must include Ground Support emissions calculations from gallons (or other) of fuel uploaded, including propane and natural gas. This encompasses items that are owned and operated such as support vehicles and aircraft ground power units. Consider more sustainable fuel sources (i.e. biodiesel) or transitioning to electric powered items (while taking care that this does not increase emissions from electric power). Purchase carbon offsets for emissions that cannot be eliminated. The GHG Protocol Corporate Accounting and Reporting Standard (<https://ghg-protocol.org/corporate-standard>) provides requirements and guidance for companies and other organizations, such as business aviation entities, preparing a corporate-level GHG emissions inventory.

A summary of your business aviation entity's annual emissions (for both the baseline year and comparison year) must come from fuel data and the associated calculated metric tonnes CO₂ emissions.

Applicants may use the **Ground Support Fuel Purchase Log**, but other fuel tracking reports may be accepted, if they contain the required data for each transaction, in addition to annual totals. Data required for each fuel transaction includes:

- Transaction date
- Transaction identifier (i.e., Receipt number, Reference number, etc.)
- Vendor or location of purchase
- Vehicle identifier
- Type of fuel purchased
- Total gallons purchased
- Total metric tonnes CO₂ emissions

Applicants must provide:

- Tracking sheet of baseline year fuel and emissions; and
- Tracking sheet of 2024 fuel and emissions.

Ground 2: Number of Ground Support Vehicles

Re-accreditation applicants must identify, through individual evidence (such as vehicle registration documentation), all ground support vehicles owned or operated in both the baseline and 2024. Ground support vehicles acquired or sold during the baseline year or 2024 should be prorated.

Include all ground support vehicles, even if you have offset 100% of emissions, because this data will be relevant for accreditation renewal.

Ground 3: Fuel Efficiency

Provide an update on your business aviation entity's efforts to monitor and increase ground support vehicle fuel efficiency. Identify existing practices or procedures to reduce ground support emissions and enhance efficiency.

Ground 4: Emissions Reductions from Alternative Fuels

If your business aviation entity is claiming emissions reductions from alternative fuel purchases, emissions savings information should be identified. Provide an update as to how purchases contribute to your entity's goals. Evidence for the baseline year and 2024 must come from fuel data, the associated ca

Applicants may use the **Ground Support Fuel Purchase Log**, but other fuel tracking reports may be accepted, if they contain the required data for each transaction, in addition to annual totals. Data required for each fuel transaction includes:

- Transaction date
- Transaction identifier (i.e., Receipt number,

- Reference number, etc.)
- c. Vendor or location of purchase
 - d. Vehicle identifier
 - e. Type of fuel purchased
 - f. Total gallons purchased
 - g. Total metric tonnes CO₂ emissions
 - h. Metric tonnes CO₂ emissions if conventional fuel used
 - i. Net CO₂ emissions savings

Applicants must provide:

- Tracking sheet of baseline year emissions reductions; and
- Tracking sheet of 2024 emissions reductions.

Ground 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 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 the **Ground Support Fuel Purchase Log**, but other tracking reports may be accepted, if they contain the following required data for each transaction:

- 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

Ground 6: New Ground Support Acquisition (Including Lease)

Provide an update of your business aviation entity's efforts to operate more fuel efficient or electric vehicles.

Supporting documentation should include the following:

- a. Summary of your business aviation entity's ground support equipment acquisition strategy.
- b. If claiming the use of any electric vehicles, individually list make and model of all electric powered vehicles owned/leased and identify/describe their use in the operation.
- c. If sustainability requirements were included in a recent upgrade process, summarize any environmental improvements realized as a result, or any product information regarding the improved environmental impact of a new piece of equipment.
- d. If your entity has transitioned to electric powered vehicles, address how this has impacted your electricity consumption.

Ground 7: Spill Prevention Control and Mitigation Plan

Provide an update your business aviation entity's spill prevention, control and mitigation plan by describing:

- a. The procedures required by law
- b. Any additional procedures used by the business aviation entity that go beyond legal requirements
- b. Employee training on spill prevention, control and mitigation plan (frequency, length, optional or mandatory, etc.)
- c. The business aviation entity's deicing fluid capture and recycling program (e.g. program process or steps, total fluid recycled, etc.)