



NBAA SUSTAINABLE FLIGHT DEPARTMENT ACCREDITATION PROGRAM

Operations – Re-accreditation Application Form and Guidance Document

Use this form and checklist to provide the details and supporting documentation for your application for the Operations 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 3 Emissions – Employee Air Travel	Baseline Year	2024
Net Metric Tonnes of CO ₂ Emissions per Employee		

Operations – 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.

- Operations 1: Employee Travel Culture and Emissions Reduction Strategy**
- Operations 2: Annual Employee Air Travel Emissions**
- Operations 3: Employees**
- Operations 4: SAF Purchase Through Commercial Airlines Contractual Relationships**
- Operations 5: Employee Ground Transportation Emissions**
- Operations 6: Employee Commuting**
- Operations 7: Carbon Credits (Offsets)**
- Operations 8: Waste Reduction Analysis**

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_Operations_6_Employee_Commuting.xlsx

Company/Entity Year Focus Area Number and Description File Extension

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

SampleCompany_2019_Operations_6_Employee_Commuting.xlsx

SampleCompany_2024_Operations_6_Employee_Commuting.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.

Ground 1: Employee Travel Culture and Emissions Reduction Strategy

Provide an update on your business aviation entity's CO₂ emissions of all individual travel, including flights, car rentals, ridesharing, etc.

Summarize your business aviation entity's methods to reduce travel emissions, including:

- Explain the difference in travel emissions between the baseline year and 2024. What is the difference attributed to? Will reductions be maintained/increased?
- Identify future plans to minimize business aviation entity employee travel emissions. Reference the goals above, if applicable (e.g. video conferencing, selecting flights including GHG considerations, selecting flights based on the use of SAF, carbon offsetting, etc.).
- Identify any actions (i.e. educational programs, procedures, technology, incentives, etc.) implemented to encourage individuals to track their own emissions.

Ground 2: Annual Employee Air Travel Emissions

Provide an update on your business aviation entity's Scope 3 travel emissions. This encompasses employee air travel, including aircraft operated by a third party (i.e. airlines, charter).

Thoroughly explain the method with which CO₂ emissions were tracked and calculated (e.g. business aviation entity

sustainability officer, consulting service, etc). Please show your work.

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

Applicants may use the **Employee Air Travel Log**, but other emissions tracking reports may be accepted if they contain the required data. Data required for each journey includes:

- a. Date of travel
- b. Travel Identifier (i.e. employee name, number, or other travel identifier)
- c. Type of Travel (round trip or one-way)
- d. Travel origin ICAO airport code
- e. Travel destination ICAO airport code
- f. Metric tonnes CO₂ emissions resulting from the trip

Applicants must provide:

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

Operations 3: Employees

Your business aviation entity will need to provide an update and identify the number of direct employees in both the baseline year and 2024 through individual evidence, such as a tracking sheet with employee identifiers (i.e. employee number, etc.) and employment periods. Employees that worked partial years should be pro-rated.

Include all of the business aviation entity's direct employees, regardless of whether they traveled and even if they have offset 100% of their emissions, because this data will be relevant for accreditation renewal.

Applicants must provide:

- Evidence of the number of employees in the baseline year; and
- Evidence of the number of employees in 2024.

Operations 4: SAF Purchase Through Commercial Airlines Contractual Relationships

If your business aviation entity is claiming emissions reductions through contractual relationships for the purchase of SAF for passenger travel through a commercial airline, individual evidence is required. Documentation should identify proof of agreement (e.g. bill of sale or contract) and include tracking of the following data:

- a. Vendor name
- b. Transaction data
- c. Total emissions reduction and any relevant information used to compute the carbon reduction (i.e. carbon index, blend ratio, etc)

Operations 5: Employee Ground Transportation Emissions

A crucial part of understanding the environmental impact of all employee travel is emissions tied specifically to ground transportation. Different from ground support vehicle emissions, employee ground transportation emissions include rental cars, ridesharing, trains and other forms of transport utilized in association with work travel. This does not include general employee commuting.

The methods for tracking these emissions may not be yet implemented in your organization, but applicants are encouraged to initiate efforts to track emissions information to begin identifying areas of improvement. Examples of emissions reduction could include renting an electric vehicle or using alternative modes of transportation (e.g., walking, cycling or public transportation).

Summarize any emissions data from employee ground transportation for work and reductions achieved through sustainability awareness and educational efforts.

Operations 6: Employee Commuting

Summarize any emissions data from employee commuting and reductions achieved through educational efforts.

If your business aviation entity tracks data related to employee commuting, provide emissions summaries and any reductions achieved. If your business aviation entity does not currently track emissions data from employee commuting, elaborate on any forthcoming plans in this regard.

Operations 7: 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

Operations 8: Waste Reduction Analysis

Provide an update on your business aviation entity's waste reduction strategy by describing the activities and strategies used to transition to more sustainable materials and minimize the amount of hazardous waste generated and solid waste being sent to landfill, including:

- a. Identify current processes and problem areas where waste production could be decreased
- b. Identify any eco-conscious packaged products to reduce plastic waste and the process to choose more of these eco-conscious products in the future
- c. Identify any business aviation entity procedures to minimize printing by transitioning to digital records and providing bins to recycle paper waste
- d. Identify any procedures to recycle ink cartridges when you are unable to eliminate printing documents
- e. Summarize your recycling program including the location and number of bins, education about materials to be recycled, and any composting
- f. Identify any procedures that reduce or eliminate the use of disposable plastics
- g. Identify any procedures to reduce and eliminate hazardous waste