



Airport Carbon Accreditation

Levels 3 & 3+ Requirements

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LEVEL 3



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Table of Contents

1	Introduction	1
2	Commitment to Reduce Emissions	3
3	GHG Inventory.....	4
3.1	Overview	4
3.2	Scope 1: Direct Emissions	4
3.3	Scope 2: Electricity Indirect Emissions	9
3.4	Scope 3: Indirect Emissions	13
3.5	GHG Inventory Report.....	21
4	Emission Reduction Target.....	22
4.1	Formulating an Emission Reduction Target.....	22
4.2	Changing the Emission Reduction Target.....	23
4.3	Setting the Base Year	23
4.4	Achieving the Target.....	23
4.5	Adjusting the GHG Inventory & Base Year	24
4.6	Target Information Submission	25
5	Three – Year Rolling Average	26
5.1	Overview	26
5.2	Corporate Restructuring & the Three-Year Rolling Average	28
5.3	Renewing with an Increase in Emissions	31
6	Carbon Management Plan.....	34
6.1	Overview	34
6.2	Updating the CMP	34
6.3	Contents of the CMP	34
6.4	Implementation of the Carbon Management Plan.....	35
6.5	Carbon Management Plan Submission	35
7	Stakeholder Engagement Plan.....	37
7.1	Overview	37
7.2	Contents of the Stakeholder Engagement Plan	37
7.3	Updating the Stakeholder Engagement Plan	38
7.4	Stakeholder Engagement Plan Submission	38
8	Carbon Offsets and Credits (Level 3+).....	39
9	Verification	40
10	Public Reporting.....	40
11	Certification Renewal at Level 3 and 3+.....	41
	Annex 1.....	42
	Checklist for Level 3 & 3+	42

Disclaimer

The content herein is intended solely for the purposes of becoming certified to *Airport Carbon Accreditation*. While every effort has been made to ensure the accuracy and relevance of the information provided, omissions or errors may be present.

This document can be updated or amended to reflect evolving best practices in carbon management, regulatory changes, or scientific developments. Updates will be available through relevant Communications at the *Airport Carbon Accreditation* website. Feedback from users is welcome to ensure this document continues to reflect the diverse needs and ambitions of the global airport community.

All environmental data submitted by the airport to the Administrator for the purpose of certification will be treated as confidential. Reports are generated using aggregated data that cannot be traced back to individual airports. Specific data may be shared with the Advisory Board upon request, but the airport will be notified. Reporting on individual airports occurs only with their consent.

Thank you to the various stakeholders who provided valuable comments during the review of this document.

Box 1. Terminology

Note that the following terms apply throughout this document.

“Shall” indicates a mandatory requirement or obligation. The action described is compulsory and must be followed without exception.

“Should” suggests a recommended action or best practice, but not a strict requirement. It implies that the action is encouraged and is advisable, however, there may be circumstances where an airport is unable to complete the action.

1 Introduction

- 1.1.1 Welcome to the *Airport Carbon Accreditation Level 3 & 3+ Requirements*, which includes information on the data and documentation required to become certified at Levels 3 and 3+ of *Airport Carbon Accreditation*.
- 1.1.2 This document should be read in conjunction with the *Requirements for All Levels of Airport Carbon Accreditation*.
- 1.1.3 This document focuses on the requirements for Levels 3 and 3+ including the Policy Commitment, the GHG Inventory, the Emission Reduction Target, the Three-Year Rolling Average, the Carbon Management Plan, the Stakeholder Engagement Plan and the Carbon Offsets for Level 3+ (**Table 1**).
- 1.1.4 Airports shall submit their application in the ACA Portal, completing all required fields. At Level 3/3+ a Carbon Management Plan and a Stakeholder Engagement Plan are required which should either be submitted by completing the fields in the ACA Portal or by uploading the plans as a document that contains all required information and tables.

Box 2. Key Changes Compared to Level 2

When upgrading from Level 2 to Level 3/3+, special attention should be placed on additional requirements and provisions. An airport shall now include select Scope 3 emission sources in their GHG Inventory. They shall also develop and submit a Stakeholder Engagement Plan. For Level 3+, the airport shall purchase carbon credits to offset their residual Scope 1, 2 and business travel emissions.

*Note: Level 3+ is being phased out, and therefore no new applications shall be accepted for Level 3+. Airports currently certified at Level 3+ (on a yearly basis) and with a certificate expiring by December 31st 2026, shall have the option to renew one more time up to December 2026. For the latest information consult the *Airport Carbon Accreditation* website.*

Table 1: Airport Carbon Accreditation Key Level Requirements

		1	2	3	3+	4	4+	5
Carbon Management	Publicly Available Policy Commitment	✓	✓	✓	✓	✓	✓	✓
	Carbon Management Plan		✓	✓	✓	✓	✓	✓
GHG Inventory	Scope 1 and 2	✓	✓	✓	✓	✓	✓	✓
	Select Scope 3			✓	✓			
	All Scope 3					✓	✓	✓
Emissions Reduction Target	Scope 1 and 2 (Absolute or Intensity)		✓	✓	✓			
	Scope 1 and 2 (Absolute) in Line with 1.5°C Pathway ¹					✓	✓	
	Achieve & Maintain Scope 1 & 2 ≥ 90% Absolute Reduction & ≤10% Removals for Residual Emissions							✓
	Commit to Achieve Net Zero ² Emissions by 2050							✓
Stakeholder Management	Stakeholder Engagement Plan			✓	✓			
	Stakeholder Partnership Plan					✓	✓	✓
Carbon Offsetting	Carbon Offset Reductions or Removals for Residual Scope 1 & 2 Emissions and Staff Business Travel				✓		✓	
	Carbon Offset Removals for Residual Scope 1 & 2							✓
Target Compliance	Compliance with Target Year and Value		✓	✓	✓	✓	✓	✓
	3-Year Rolling Average Annual Improvement		✓	✓	✓			
	Every 6 Years, Max 15% Deviation Accepted					✓	✓	
	Every 3 Years, One Justifiable Missed Target							✓

¹ 2°C pathway only allowed if in line with Nationally Determined Contributions.

² Net zero is where anthropogenic residual greenhouse gas emissions (GHG) from an organisations' inventory (Scope 1, Scope 2 and Scope 3) are balanced by removals over a specified period and within specified boundaries; adapted from ISO IWA 42:2022 Net Zero Guidelines.

2 Commitment to Reduce Emissions

2.1.1 Airports shall include written evidence of their commitment to reduce their Greenhouse Gas (GHG) emissions, which should include the airport's emission reduction target.

2.1.2 In order to be accepted the commitment shall:

1. **Be publicly available through the airport's website or a publication:** The website link or publication proof shall be submitted on the ACA Portal. The commitment shall be publicly available throughout the certification period.
2. **Be signed by the highest management level at the airport:** The commitment shall be signed off by the airport's highest level, for example, the Chief Executive Officer, Chief Operations Officer, the Board of Directors, or equivalent³.

2.1.3 The commitment can be in the form of:

- A policy, for example a carbon policy or an environmental policy.
- Part of an existing policy or included in an existing report, for example for certification against a standard, such as *ISO 14001: Environmental Management System*.

³ Unsigned policies can only be accepted if the publicly available versions clearly state the name and position of the approver and the airport can provide evidence of this approval (e.g., Board decision)

3 GHG Inventory

3.1 Overview

- 3.1.1 At Levels 3/3+ airports shall account for all Scope 1 and Scope 2 emissions, in line with the definitions and principles from the GHG Protocol, which shall be clearly stated within the GHG Inventory.
- 3.1.2 Airports applying to Level 3/3+ shall also account for select Scope 3 emissions.
- 3.1.3 Note that the GHG Inventory categories outlined in *ISO 14064-1 Greenhouse gases - Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals* are also accepted by the programme.
- 3.1.4 Airports shall manage their GHG Inventory quality in line with Chapter 7 of the GHG Protocol “A Corporate Accounting and Reporting Standard”.

3.2 Scope 1: Direct Emissions

- 3.2.1 Scope 1 emissions are direct GHG emissions from sources under operational control by the airport that involve the combustion or release of physical fuels or substances, and can be categorised into four categories:
 - 1. Stationary Combustion Emissions
 - 2. Mobile Combustion Emissions
 - 3. Fugitive Emissions
 - 4. Process Emissions

Stationary Combustion Emissions

- 3.2.2 This category includes direct emissions from the combustion of fuels in stationary equipment under operational control by the airport.
- 3.2.3 Typical airport stationary combustion sources include heating plants, terminal boilers, standby or emergency generators, combined heat and power (CHP) units, and fixed ground-power systems that provide electricity, heat, steam, or cooling to airport buildings and operations. These assets commonly use fuels such as petrol/gasoline, diesel, biodiesel, natural gas, liquefied petroleum gas (LPG), kerosene, propane, biogas or biomethane.
- 3.2.4 Emissions from the on-site generation of electricity, heat, steam, or cooling shall be reported under Scope 1. If any of the energy generated on-site is sold or provided to tenants or other parties, the associated emissions shall not be netted off; the airport shall report 100% of these emissions.
- 3.2.5 Note that when an airport generates electricity on-site from renewable sources, energy attributes are not required for the volume that is consumed directly by the airport unless this contradicts local or national regulation.

Mobile Combustion

- 3.2.6 This category covers direct emissions from the combustion of fuels in mobile equipment and vehicles under operational control by the airport.
- 3.2.7 Typical airport examples include airside vehicles (e.g., maintenance trucks, operational vehicles), ground support equipment (GSE) such as tugs and baggage tractors, snowploughs, fire and rescue vehicles, and landside fleet vehicles, all of which use fuels including petrol/gasoline, diesel, biodiesel.
- 3.2.8 Leased or rented vehicles under the airport's operational control must be included in Scope 1 regardless of legal ownership, consistent with GHG Protocol organisational boundary requirements.
- 3.2.9 Emissions from fuel sold by the airport to third parties for use in their operations (e.g., vehicles, equipment) shall not be part of Scope 1 emissions. They shall be included in Scope 3 emissions.

Calculation Guidance for Stationary and Mobile Combustion

- 3.2.10 Emissions shall be calculated using GHG Protocol-aligned methods:
1. **Fuel-use method:** Fuel consumed (e.g., litres, kg, m³) multiplied by the fuel-specific emission factors.
 2. **Energy-content method:** Convert fuel quantities into energy units (e.g., GJ) using standard calorific values and apply emission factors.
 3. **Default emission factors:** Use national inventory, IPCC, or supplier-provided factors where site-specific fuel data is unavailable.
 4. **Distance-based method (*mobile combustion only*):** Estimate emissions using distance travelled multiplied by the fuel economy and the emission factor.

Guidance for Stationary and Mobile Combustion Relating To Biofuels and Biomethane

- 3.2.11 Biofuels (e.g., biodiesel, HVO, bio-LPG) and biomethane may be used in both stationary and mobile combustion. Emissions shall be calculated using the guidance outlined below.

Emissions from Biofuels

- 3.2.12 Biofuels used directly at the airport (e.g., biodiesel in airport-owned vehicles, biogas used in on-site generators, or bio-LPG in heating systems) shall be included in the GHG Inventory using the best available emission factors. Where supplier-specific emission factors are available and transparent, these may be used; otherwise, national inventory emission factors, IPCC default factors, or other authoritative sources shall be applied.

- 3.2.13 In accordance with the *GHG Protocol*, direct CO₂ emissions from the combustion of biofuels are classified as biogenic and shall be excluded from Scope 1 totals. These biogenic CO₂ emissions must instead be reported separately to ensure transparency. Biogenic CO₂ emission factors should be obtained from fuel suppliers or national or IPCC sources and reported in tonnes of CO₂.
- 3.2.14 All non-CO₂ emissions produced during the combustion of biofuels (such as CH₄ and N₂O) shall be included in Scope 1.
- 3.2.15 Airports can voluntarily report Scope 3 emissions to include the life cycle (well-to-tank) emissions of the biofuel (such as those from feedstock cultivation, processing, and transportation), as well as the upstream emissions from production and transport using appropriate emission factors.
- 3.2.16 Where biofuels are procured through voluntary sustainability or certification schemes, airports should ensure that such schemes are credible and aligned with national regulations or airport procurement policies.
- 3.2.17 When considering the use of biofuels, products that are sourced from any of the voluntary biofuel certification schemes⁴, and which have EU Commission approval, are considered as best practice for ACA airports; the minimum standard will, however, in all cases, remain compliance with national regulation.
- 3.2.18 The following additional information is provided, for consideration by airports in their use of biofuels:
- Recommended biofuel certification schemes approved by the European Commission are listed on the Commission's website.
 - Where these schemes are used biofuel attribute certificates must show that only 2nd or 3rd generation biofuels are purchased for airport operations.
- 3.2.19 When biofuels are used on-site, the emission factors shall convey the direct GHG emission rate associated with the unit of biofuel.
- 3.2.20 In the case of biofuel attribute certificates or heat purchased from biofuel used by a third party they shall convey the direct GHG emission rate associated with the unit of biofuel/heat and be the only instrument that carries the GHG emission rate claim associated with that quantity of biofuel/heat.

⁴ ICAO also approves Sustainability Certification Schemes that certify Sustainable Aviation Fuels in the context of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA). More details can be found at <https://www.icao.int/CORSIA/corsia-eligible-fuels>

Emissions from Biomethane

- 3.2.21 Biomethane used directly at the airport shall be included in the GHG Inventory.
- 3.2.22 Airports that directly use non-renewable gases such as natural gas for activities such as heating, cooking or on-site electricity generation, may choose to procure Biomethane Attribute Certificates (BACs) to support market-based reporting and reduction target claims, where this is permitted by the national regulations of the airport's country. BACs may be used to demonstrate the procurement of biomethane even when physical biomethane is not delivered to the airport through the gas network.
- 3.2.23 The airport shall retain full ownership of the environmental attributes associated with the BACs and shall not transfer, sell, or otherwise double-count the certificates. BACs procured shall be attached to the airport's application.
- 3.2.24 When an airport uses BACs they shall report the emissions associated with both:
- **The location-based method:** Calculated using the standard emission factor for fuel combustion.
 - **The market-based method:** Calculated using the biomethane emission factor associated with valid BACs.
- 3.2.25 Airports are strongly encouraged to report this dual-reporting information on their website or within public sustainability reports to maintain transparency.
- 3.2.26 Given the absence of a universally recognised framework for BACs, airports shall carefully evaluate the benefits and drawbacks of using BACs. Considerations should include assessing potential changes in national or international policy, eligibility for future reporting schemes, reputational risks, stakeholder expectations, and any risks associated with purchasing certificates issued in other countries or regions.
- 3.2.27 Airports are encouraged to apply high levels of transparency and due diligence when using BACs. Airports should monitor emerging standards, regulatory developments, and best practices in biomethane attribute certification to ensure ongoing compliance and credibility of reported emission reductions.

Fugitive Emissions

- 3.2.28 Fugitive emissions include unintentional releases of GHGs from equipment and systems under operational control by the airport.
- 3.2.29 Typical fugitive emission sources include refrigerant leaks from terminal HVAC systems (e.g., chillers, air handling units, packaged air conditioners), cold-storage facilities, and fire-suppression systems that use hydrofluorocarbons (HFCs). Losses may occur through routine operation, maintenance or accidental releases.

3.2.30 Fugitive emissions shall be calculated in line with the GHG Protocol's guidance:

1. **Material balance method:** Estimate emissions as refrigerant purchased compared with the refrigerant recovered/disposed.
2. **Default emission factors:** Default loss rates and Global Warming Potentials.

3.2.31 If refrigerant refills occur less than once per year, the amount added should be divided across the time since the previous refill so that the reported emissions reflect an annualised, pro-rata leak rate.

Process Emissions

3.2.32 Process emissions arise from airport activities involving chemical or physical transformations.

3.2.33 Typical airport sources include the use of de-icing fluids and on-site waste or wastewater treatment systems operated by the airport.

Emissions from De-icing

3.2.34 Airports shall report emissions from the use of de-icing substances such as ethylene glycol, propylene glycol and potassium formate.

3.2.35 The emissions shall be calculated with the following inputs:

- The volume and percentage concentration of the de-icing chemical.
- The emissions factor for the degradation of the de-icing chemical.
- Adjustments for dilution factor.

3.2.36 A possible emissions factor for the degradation of propylene glycol can be found in the *ACERT* tool. Airports can also calculate their own emissions factors using chemical equations. Where other calculation methodologies are used, airports shall provide details of the calculation method with justification and assumptions made.

Emission from On-Site Waste or Wastewater Treatment

3.2.37 Where the airport operates an on-site waste or wastewater treatment system, the direct GHG emissions shall be reported under Scope 1. For example, emissions may arise from the degradation of organic material in wastewater and sludge during treatment and handling processes.

3.3 Scope 2: Electricity Indirect Emissions

3.3.1 Airports shall account for all indirect emissions from the consumption of purchased electricity, heat, steam and cooling (collectively referred to as “electricity”), in accordance with the *GHG Protocol Scope 2 Guidance*.

Calculation Methods

3.3.2 Airports shall quantify Scope 2 emissions using the following methods:

- **The location-based method:** Reflects the average emissions intensity of the local or regional electricity grid where consumption occurs, irrespective of contractual energy procurement choices.
- **The market-based method:** Reflects emissions from electricity that the airport has procured using contractual instruments such as Renewable Energy Certificates (RECs), Guarantees of Origin (GOs), International-RECs (I-RECs), Power Purchase Agreements (PPAs) or Green Tariffs.

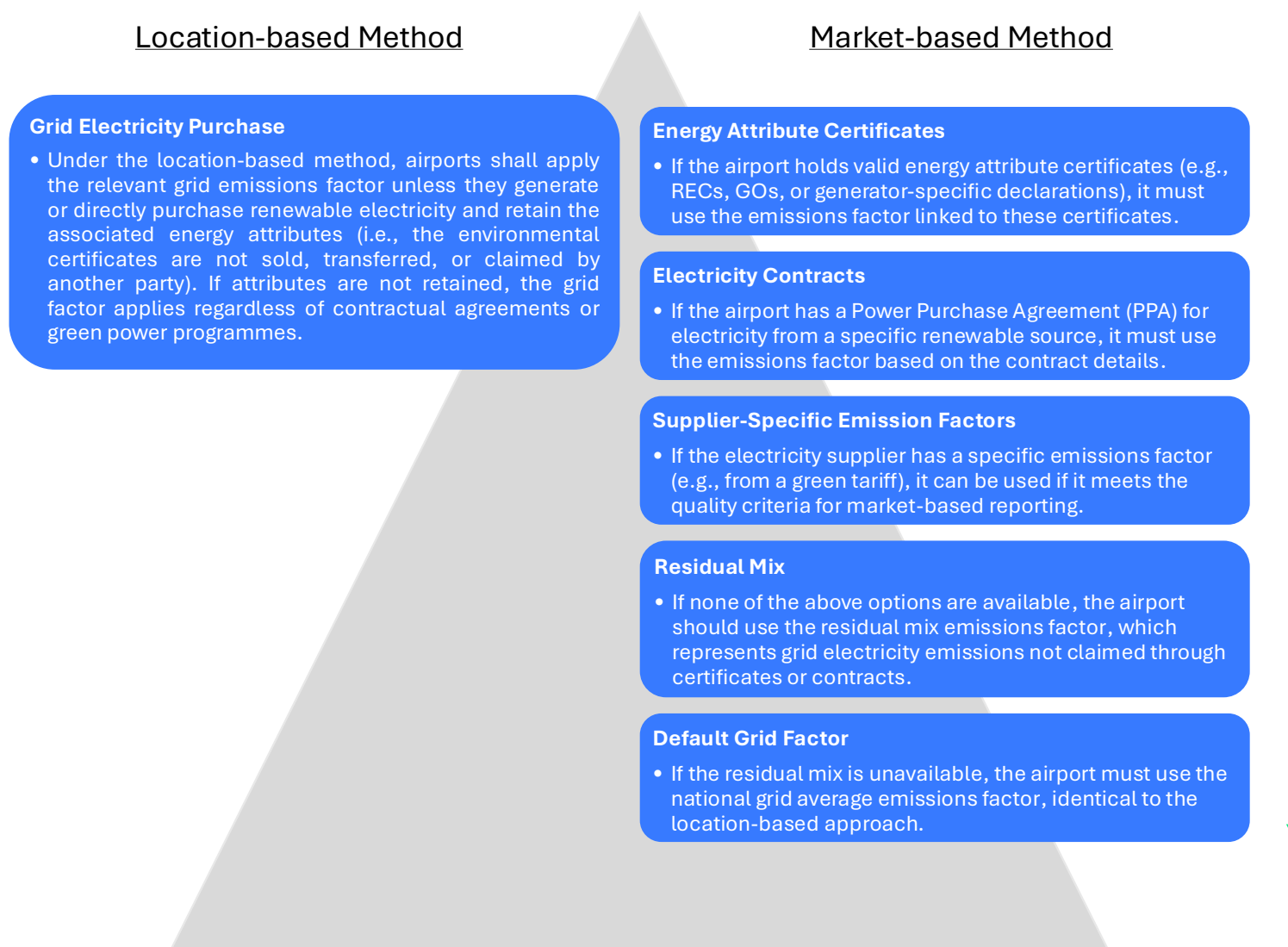
3.3.3 For airports with operations only in markets that do not provide product- or supplier-specific data or other contractual instruments, only one Scope 2 result shall be reported, based on the location-based method.

3.3.4 For airports with any operations in markets providing product or supplier specific data in the form of contractual instruments, airports shall account and report Scope 2 emissions in two ways and label each result according to the method: one based on the location-based method, and one based on the market-based method. This is applicable even when the airport is not using any contractual instruments.

3.3.5 Airports shall apply the same accounting method consistently throughout the inventory year and shall not report part of the year with the location-based methodology and the other part of the year with the market-based methodology.

3.3.6 Airports should use the principles in **Figure 1** when determining which emission factors to apply under the location-based method and market-based method.

Figure 1: Location-Based and Market-Based Emissions Hierarchy



Use of Contractual Instruments

- 3.3.7 Contractual instruments are agreements or certificates that convey the GHG emission and environmental attributes of electricity purchased by the airport. Contractual instruments contain all of the associated energy and non-energy attributes – including but not limited to – the zero or low emissions claim associated with the electricity. These mechanisms include:
- 3.3.8 Energy Attribute Certificates such as *Guarantees of Origin* (GOs) in the European Economic Area, *Renewable Energy Certificates* (RECs) in USA and Canada, and *International-Renewable Energy Certificates* (I-RECs) in other countries.
- 3.3.9 Contractual instruments are procured in various methods but can also be embedded as part of contractual agreements such as Power Purchase Agreements (PPA), Green Tariffs or other contracts.
- 3.3.10 Contractual instruments provide verified claims that a specific quantity of electricity was generated from renewable or low-carbon sources.
- 3.3.11 Contractual instruments are not classed as offsets, which allow for a reduction of emissions achieved in each project over a period of time. Instead, they indicate the appropriate emissions factor for the electricity procured by the airport. Therefore, they can only be used to report in a more precise manner an airport's Scope 2 emissions as per the market-based method.
- 3.3.12 The airport must legally retain the environmental attributes. If attributes are sold, transferred or not included in the contract, the airport cannot report the electricity as zero-emission.
- 3.3.13 All contractual instruments used in market-based reporting must fulfil the following GHG Protocol criteria:
1. Convey the direct GHG emission rate associated with the electricity produced.
 2. Be the only instruments that carry the GHG emission rate attribute claim associated with that quantity of electricity generation.
 3. Be tracked and redeemed, retired, or cancelled by or on behalf of the reporting entity.
 4. Be issued and redeemed in the same reporting period of energy consumption to which the instrument is applied.
 5. Be sourced from the same market in which the reporting entity's electricity-consuming operations are located and to which the instrument is applied.
- 3.3.14 Supplier-specific emission factors may only be used if they relate directly to the electricity product the airport receives, and they are backed by an underlying contractual instrument.

Scope 2 Emission Exclusions

3.3.15 Certain emissions may be excluded from Scope 2 emissions (**Figure 2**):

- **Airport-owned electricity generation assets:** If the airport owns an electricity generation plant (on-site or off-site), emissions shall be included in Scope 1 rather than Scope 2.
- **Reselling purchased electricity:** If the airport resells purchased electricity to tenants and consumption is separately metered, the associated emissions may be excluded from Scope 2 and shall be included in Scope 3. This rule applies regardless of how the energy is resold (for example, based on floor area, metering, or other allocation).

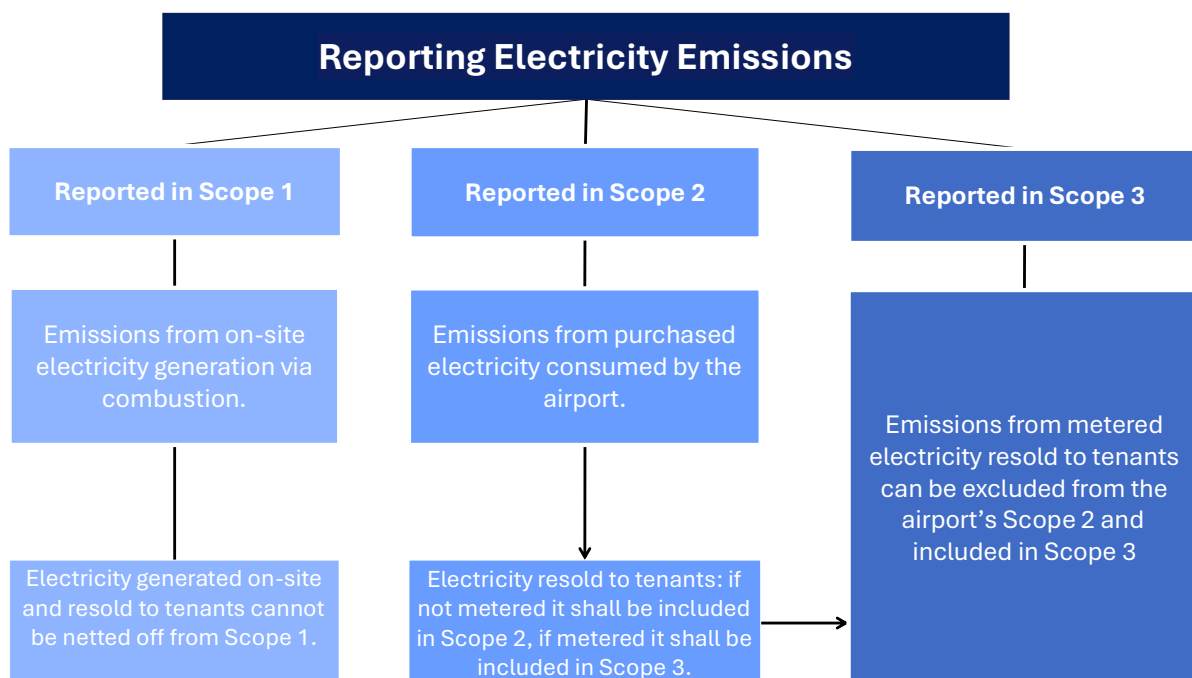
Heat Purchased from Biofuel Used by a Third Party

3.3.16 Where the airport purchases heat (e.g. steam or hot water) generated from biofuel by a third-party supplier, emissions shall be included in Scope 2. Airports shall:

- Use location-based emission factors provided by national inventories where available.
- Use market-based supplier-specific factors only where they meet market-based quality criteria.

3.3.17 Biogenic CO₂ emissions associated with the biofuel combustion shall be reported separately.

Figure 2: Scope 2 Electricity Indirect Emissions Reporting



3.4 Scope 3: Indirect Emissions

3.4.1 At Level 3/3+, airports shall account for Scope 3 emissions from the following GHG Protocol categories:

- **Category 5:** Waste Generated in Operations
- **Category 6:** Business Travel
- **Category 7:** Employee Commuting and Home Office
- **Category 11:** Use of Sold Products
- **Category 13:** Downstream Leased Assets

3.4.2 Airports may voluntarily include additional Scope 3 emissions.

Category 5: Waste Generated in Operations

- 3.4.3 This category includes emissions from third-party disposal and treatment of waste generated in the airport's operations in the reporting year. This category includes emissions from disposal of both solid waste management (e.g., landfill disposal, recycling, composting, waste-to-energy) and wastewater management.
- 3.4.4 If third-party emissions from solid waste or wastewater treatment and disposal cannot be distinctly attributed, they should be included in the airport's emission inventory. In such cases, the airport should apply appropriate estimation methods, such as waste-type-specific or average-data emission factors, consistent with the GHG Protocol guidance.
- 3.4.5 The following emission sources are not included in Category 5:
- Waste treatment at facilities owned or controlled by the airport (Scope 1 & 2).
 - On-site waste treatment/disposal emissions, such as emissions from an airport-owned incinerator or wastewater plant (Scope 1).
 - Waste from construction of capital projects (Scope 3 Category 2).

Emission Source	Description	Calculation Guidance
Solid waste	Emissions from the treatment and disposal of solid waste generated by airport operations in facilities owned or operated by third parties. Where possible break down by solid waste fraction.	1. Supplier-specific method: Obtain emissions data directly from the waste treatment companies. 2. Waste-type-specific method: Use emission factors for specific waste types and waste treatment methods. 3. Average-data method: Estimate emissions based on total waste going to each disposal method and the average emission factors for the disposal method.
Wastewater	Emissions from the treatment and disposal of liquid waste and sewage generated by airport operations in facilities owned or operated by third parties.	

Category 6: Business Travel

3.4.6 This category includes emissions from the travel of employee business-related activities in vehicles owned or operated by third parties such as aircraft, trains, buses, taxis, boats. If airport employee business travel includes flights to or from the airport these shall be reported in Category 6.

3.4.7 Emissions from staff business travel shall be based on the most precise data available including ticket information, business mileage, expense claims, and data from vehicle leasing companies.

3.4.8 The following emission sources are not included in Category 6:

- Employee commuting, which is included in Category 7.
- Transportation in vehicles owned or controlled by the airport (Scope 1).

Emission Source	Description	Calculation Guidance
Business trips taken by airport staff using all modes of transport	Emissions from travel of employee business-related activities in vehicles owned or operated by third parties such as aircraft, trains, buses, taxis.	1. Fuel-based method: Determine the volume of fuel consumed during business travel and apply the emission factor. 2. Distance-based method: Determine the distance and mode of business trips and apply the appropriate emissions factor. 3. Spend-based method: Determine the amount of money spent on each mode of business travel and apply secondary emission factors.

Box 3. Sustainable Aviation Fuel (SAF)

Airports may choose to support the production and use of Sustainable Aviation Fuel, as a way to reduce the emissions associated with their Scope 3 business travel by air.

Airports can support the use of SAF (for example certificates) to reduce a portion of their Scope 3 business flights by contributing to the sourcing and consumption of SAF, even though the actual fuel consumption takes place at different locations worldwide. By adopting this approach, airports can take a more proactive role in driving global carbon reductions.

Airports using SAF to reduce their emissions, shall provide evidence that the following criteria are met:

1. The reduction is calculated using the latest scientific evidence.
2. It is verified by an independent third-party auditor.
3. It is documented in a report and/or certificate.
4. The reduction is exclusive to the airport (no other party can claim the reduction).
5. The reduction is real and measurable.

The airport shall report their Scope 3 business travel emissions before the SAF certificates have been applied, and then with the use of SAF certificates reducing their emissions. The volume of business travel emissions covered by SAF certificates does not need to be included in the volume of emissions required to be offset for Level 3+.

Category 7: Employee Commuting

3.4.9 This category includes emissions from the travel of airport employees between their homes and their work site at the airport. Airports can also optionally include emissions from teleworking (employees working remotely).

3.4.10 The following emission sources are not included in Category 7:

- Commuting by staff of tenants, contractors, and other third-party personnel not directly employed by the airport.⁵
- Emissions from airport-owned vehicles, such as shuttle buses for staff commuting (Scope 1 if diesel/petrol or Scope 2 if electric).

Emission Source	Description	Calculation Guidance
Employees commuting using all modes of transport	Emissions from airport employees commuting between their homes and worksites using all modes of transport (car, bus and train.	Fuel-based method: Determining the amount of fuel consumed during commuting and applying the appropriate emission factor for that fuel. Distance-based method: Collecting data from employees via survey on commuting patterns (distance travelled, and mode used for commuting) and applying the appropriate emission factor. Average-data method: Estimating emissions from employee commuting based on average (e.g. national) data on commuting patterns.
Employees teleworking (remote work)	Emissions from teleworking by airport employees, including energy consumption for electricity, heating, and cooling in remote location.	To calculate emissions from teleworking (remote work), airports should estimate the number of employees working from remotely and the average number of remote workdays. The average energy use from remote working should then be calculated and the relevant emission factors applied.

⁵ Airports may include employees of other relevant entities, such as consultants, contractors, and other individuals who are not employees of the airport, but commute to facilities owned and operated by the airport.

Category 11: Use of Sold Products

3.4.11 This category includes emissions that occur from the use of goods and services sold by the airport, where the product or service directly generates emissions when used by the customer.

3.4.12 Under *Airport Carbon Accreditation*, the airport's "product sold" is the infrastructure and services (runways, stands, roads, parking) that third parties can use for the purpose of air travel including:

- Airlines operating aircraft at the airport. The emissions from the full flight (i.e., Landing-Take Off Cycle-LTO, Climb, Cruise and Descent-CCD phases), APU operation, and engine run-ups during MRO shall be reported.
- Surface access emissions by passengers, visitors or third-party employees provided by public transport operators, private vehicles, taxis, hotel shuttles, tour operators, etc.
- Third parties' vehicle operations conducted on airport property including police, customs, immigration, border control, agencies, emergency services, security, etc. that access the airport but are not under contract by the airport. This also includes ground handling companies and aircraft service providers operating equipment such as tugs, belt loaders, GPUs, fuel trucks, catering vehicles, and de-icing rigs, where the airport does not operate the equipment.

Emission Source	Description	Calculation Guidance
1. Emissions From Use of Jet Fuel		
Aircraft main engine use (LTO and CCD phases)	Emissions from jet fuel combusted in aircraft main engines during the LTO and CCD phases. Includes commercial, cargo, general aviation, and private aircraft using airport facilities, but excludes military.	Airports can estimate full flight emissions through appropriate modelling tools, fuel-based calculations, or other methods. ⁶ There are advantages and disadvantages from each method, including data requirements and accuracy. For example, fuel-based calculations may lead to overestimating emissions at airports with high refuelling activity (where fuel is supplied for multiple flights of the same aircraft) and underestimating emissions at airports with low refuelling activity (typically smaller airports, where aircraft depart with fuel uplifted at a previous airport) Airports shall provide details of the calculation approach, along with the

⁶ If the fuel uplift method is used for flights, then the APU and MRO fuel is already included; only if flight models are used, then the APU fuel has to be added.

		justifications and uncertainties associated with their calculations.
Auxiliary power units (APUs)	Emissions from fuel burned during ground operations while aircraft are parked or during pre-flight checks.	Estimate APU running hours from airport operations or airline data; apply fuel burn rates per aircraft type. Multiply by aviation fuel emission factors.
Engine testing and maintenance, repair and overhaul (MRO)	Emissions from fuel burned during engine testing, calibration, and maintenance activities by third parties using airport facilities.	Obtain records from MRO operators on frequency, duration, and fuel used during tests. Where data unavailable, apply standard fuel consumption rates per test and multiply by jet fuel emission factors.
2. Surface Access		
Passenger surface access	Emissions from passenger journeys to and from the airport via all transport modes (private car, taxi, bus, coach, rail).	1. Survey or ticketing method: Estimate total passenger trips by mode using travel surveys, ticketing data, parking records or traffic counts. 2. Distance-based method: Multiply trip distances by mode-specific emission factors (e.g., CO ₂ e per passenger-km). 3. Load factor adjustment: Where possible load factors (average passengers per vehicle) to improve accuracy.
Third party and visitor access	Emissions from surface journeys by airport visitors, staff of tenants, contractors, and other third-party personnel not directly employed by the airport.	
3. Third Party Vehicle Operations		
Third-party service vehicles (non-contracted)	Emissions from vehicles operated by external agencies (police, customs, border control, security) that access the airport but are not under contract or operational control of the airport.	1. Activity identification: Determine the number and type of vehicles regularly operating within airport boundaries and estimate operational patterns (e.g., hours on-site, distance travelled, or average fuel consumption). 2. Fuel-based estimation: Where fuel data is available, apply fuel-specific emission factors.
Ground support equipment fuel use by third parties	Emissions from equipment owned and operated by third parties involved in aircraft handling (ground power units, tugs, de-icing equipment).	
		1. Fuel-use method: Collect data on the number and type of GSE, associated fuel types (diesel, gasoline, LPG, or electric), and recorded or estimated annual fuel consumption. Apply appropriate emission factors for each fuel type. 2. Activity-based method: Where fuel data are unavailable, estimate fuel use based on hours of operation, load factors, and typical energy consumption per equipment type.

Box 4. Full Flight Emissions Data and ICAO

The requirement for airports to measure and report their full flight emissions at Levels 3 to 5 focuses on enhancing accountability, improving transparency and managing airports' Scope 3 emissions. This approach differs from the reporting requirements under CORSIA. This approach differs from, and it does not replace, the mandate and reporting requirements of ICAO Member States in relation to the globally harmonised ICAO's policies and Standards in addressing emissions from international aviation, including through CORSIA which is the global market-based measure that applies to the international aviation sector to meet the ICAO global aspirational goal. For example, under CORSIA, an aeroplane operator shall monitor its fuel use from all international flights to calculate its annual CO₂ emissions and to report them to the State to which it is attributed. Then, Member States report these emissions to ICAO for the calculation of the annual Sector Growth Factor that will serve to the States to calculate the annual offsetting requirements of their aeroplane operators. More information on CORSIA is available on the ICAO website: www.icao.int/environmental-protection/CORSIA/Pages/default.aspx

Category 13: Downstream Leased Assets

3.4.13 This category includes emissions from the operation of assets owned by the airport but leased to other entities such as airlines, ground handlers and other tenants. It focuses primarily on energy consumption and operational emissions from those leased assets.

3.4.14 Examples include:

- Airport owned hangars leased to airlines.
- Retail, food and office spaces within the airport terminal leased to tenants.
- Cargo facilities or storage areas leased to logistics operators.
- Car parks owned by the airport and leased to third-party operators.

3.4.15 The following are not included in Category 13:

- Emissions from assets leased to the airport (Scope 3 Category 8).
- Emissions related to tenant operations beyond energy use of leased assets.
- Capital goods or maintenance-related embodied emissions (Scope 3 Category 2).

3.4.16 Airports may apply one or more of the following methods to estimate emissions from downstream leased assets, depending on data availability and the level of control or information shared with tenants.

Emission Source	Description	Calculation Guidance
Downstream leased assets	Emissions from the operation of assets owned by the airport but leased to other entities.	1. Asset-specific method: Collect asset or site-specific energy and emissions data from each leased facility or tenant space. This includes data on electricity, heating, cooling, and other energy sources, as well as any process or fugitive emissions (e.g., refrigerant leakage) occurring within the leased premises. This method provides the most accurate results when sub-metering or detailed tenant reporting is available. 2. Lessee-specific method: Collect Scope 1 and Scope 2 emissions data directly from lessees (tenants) that operate within airport-owned facilities. Allocate these emissions to the relevant leased assets based on reported consumption or proportional floor area. This method is suitable when tenants have their own verified GHG inventories or sustainability reporting. 3. Average-data method: Where asset-specific or tenant data are unavailable, estimate emissions using average or proxy data. This may include average energy use per square metre, per building type, or per tenant category (e.g., retail, office, or operations). Apply appropriate emission factors for electricity and fuel types used.

3.5 GHG Inventory Report

3.5.1 Airports shall submit a GHG Inventory Report in the ACA Portal, which shall include:

1. **General contextual information** including a brief overview of the airport ownership structure, location, key operational metrics such as number of employees/passengers/aircraft movements/cargo. *Should not exceed 1-page.*
2. **Information on Data:**
 - Data Collection:** Reporting period, organisational and operational boundaries, data collection procedures, roles and responsibilities.
 - Data Sources:** A description of the sources of activity data, such as invoices, delivery notes, and meter readings (the source document itself is not required).
 - Types of Data:** Energy consumption data relevant to Scope 1 and Scope 2, including electricity use and fuel consumption.
 - Data Management:** Tools or software used, data quality controls, verification or assurance processes, and record-keeping practices.
3. **Methodology:** Emission factors, calculation formulas, assumptions made, and any exclusions applied, in line with the *GHG Protocol*.
4. **Inventory Adjustments:** Any adjustments due to asset changes, boundary changes, or data corrections.
5. **Data Analysis:** Presented by Scope (1, 2 and 3) (such as trends, comparisons, uncertainties, materiality).

4 Emission Reduction Target

4.1 Formulating an Emission Reduction Target

- 4.1.1 Airports shall establish a carbon emission reduction target for their Scope 1 and Scope 2 emissions. Airports can include a Scope 3 emissions reduction target on a voluntary basis.
- 4.1.2 The target shall be either an absolute target or an intensity target⁷:
- **Absolute target:** A target defined by a reduction in total emissions over time.
 - **Intensity target:** A target defined by a reduction in the emissions-to-business-metric ratio over time, either CO₂e per passenger or per traffic unit (TU).
- 4.1.3 Airports can use either the location-based or market-based method to demonstrate emissions reductions and shall state which method they have used.
- 4.1.4 The target shall be set against a verified base year.
- 4.1.5 The target should be in line with (or be more ambitious than) one of the reduction thresholds from **Table 2**. The Administrator may reject any targets deemed unambitious in line with global carbon reduction objectives and developments.

Table 2: Level 3 & 3+ Recommended Target Reductions

Target Coverage	Reduction Thresholds	Target Year
Scopes 1 & 2	20%	by 2030
	35-40%	by 2040
	50-60%	by 2050

- 4.1.6 The targets shall not be set on a year-by-year basis but shall extend into the future. Near-term targets shall be set for 5 to 10 years from the date of submission.
- 4.1.7 Airports may have more than one target; however, they should state which is the target used for the purposes of programme evaluation.

Existing Targets

- 4.1.8 The programme recognises that airports may have existing targets (for example, based on government requirements or Corporate Social Responsibility reporting) that do not relate directly to the targets described above. In such cases the Administrator will accept the existing targets as long as suitable evidence of performance against those targets is available and the targets are in line with the programme requirements. In recognition of the unique circumstances at each airport this will be considered on a case-by-case basis.

⁷ For a comparison between absolute and intensity targets refer to GHG Protocol page 76 box 4: <https://ghgprotocol.org/sites/default/files/standards/ghg-protocol-revised.pdf>

4.2 Changing the Emission Reduction Target

4.2.1 Airports are permitted to change their target form once for the duration of the airport's certification at the specific level. On the single occasion, they can change one or more of the following:

- From absolute to intensity or vice versa.
- From per passenger to per traffic unit or vice versa.
- From a stricter to a laxer target (for example, from 25% to 20%).
- From location-based method to market-based method and vice versa.

4.2.2 In such a case, they shall notify the Administrator prior to submitting their application.

4.2.3 If the target needs to be changed, proper justification shall be provided, for example documents showing that airport operations have materially changed in a way that affects emissions or the relevance of the original target:

- Updated forecast reports of passenger numbers/aircraft movements.
- Changes in operating hours, airfield layout, or energy systems.
- Regulatory or policy changes affecting operations or reporting boundaries.

4.2.4 Any change shall take place upon a renewal and shall be verified.

4.2.5 Changes to more ambitious targets are allowed more than once.

4.3 Setting the Base Year

4.3.1 The base year is defined as a specific historic year against which a company's emissions are tracked over time. Airports shall choose as a base year the earliest relevant point in time for which they have reliable data, from 2010 or later. Airports shall not select 2020 or 2021 as the base year due to the impact of the pandemic.

4.3.2 The base year shall account for both Scope 1 and Scope 2 and shall be verified.

4.3.3 Airports can voluntarily include Scope 3 in their base year, noting that a different base year can be used for Scope 3 if data is not available for the base year being used for Scope 1 and Scope 2. In such a case it is recommended to choose the earliest year for which reliable data is available.

4.3.4 Following its selection, the base year should remain unchanged, unless some regulatory or other important reason emerges. The airport will have to justify any subsequent change of the base year.

4.4 Achieving the Target

4.4.1 Airports shall demonstrate achievement of their target in accordance with the target year they have set.

4.4.2 When a target is achieved a new one shall be set that meets all relevant requirements.

4.5 Adjusting the GHG Inventory & Base Year

4.5.1 After joining the programme, it is possible that an airport will proceed with activities that trigger recalculations of the base year and the historic GHG Inventory (see the Materiality section in *Requirements for All Levels*).

4.5.2 The following cases shall trigger recalculation of the base year and historical GHG inventories as long as they result in a material variation to the Scope 1 or Scope 2 emissions, or if they affect the airport's ability to meet programme requirements (e.g., the three-year rolling average) (**Figure 3**):

A. A structural change that involves the transfer of ownership or control of emissions-generating activities or operations from one company to another. While a single structural change might not have a significant impact on the base year emissions, the cumulative effect of a number of minor structural changes can result in a significant impact. Structural changes include:

- **Mergers:** When two or more business units combine into one, leading to a change in the scope of operations and therefore the emissions.
- **Acquisitions:** When an airport acquires another company or business unit, which could introduce new emission sources or alter the emission profile of the airport.
- **Divestments:** When an airport sells a portion of its business or assets, reducing or changing the emission profile (this does not include the closure of assets).

These structural changes trigger recalculation because they merely transfer emissions from one company to another without any change of emissions released to the atmosphere, for example, an acquisition or divestment only transfers existing GHG emissions from one company's inventory to another.

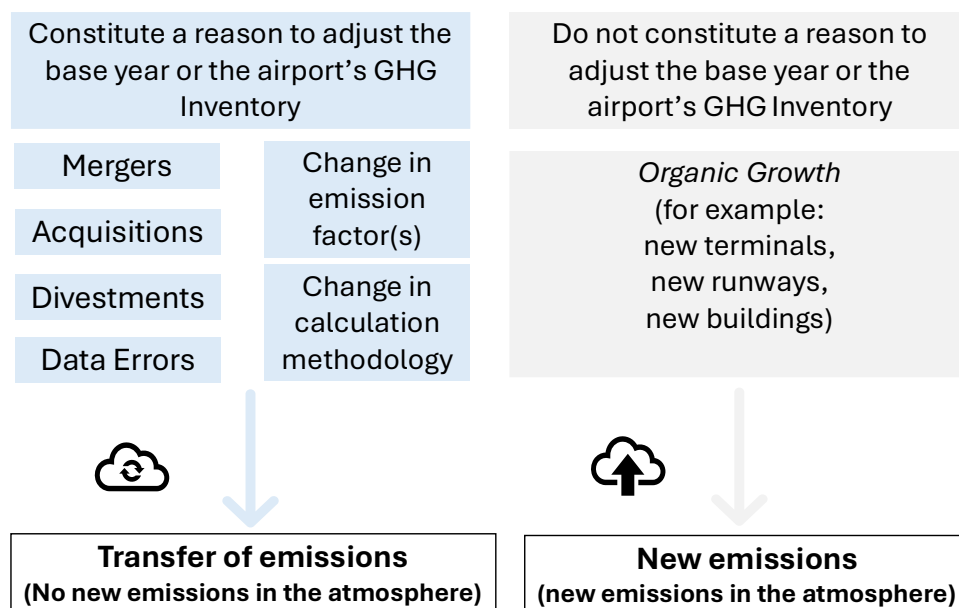
B. Changes in calculation methodology (for example where CO₂ was used rather than CO₂e); retroactive updates to emission factors issued by the authoritative source⁸; or changes in activity data selected for the base year that result in a significant impact on the base year emissions. Note that recalculation of the base year will not be necessary due to updates to emission factors that may occur in years subsequent to the base year by the entity that publishes them. Those updated emission factors will apply to the calculation of the carbon inventory for the corresponding year.

C. Discovery of significant errors, or a number of cumulative errors that are collectively significant (e.g. data entry errors, improper calculations, misclassifications or incorrect assumptions).

⁸ Regular annual updates of emission factors in subsequent years following the base year should not require recalculation of historical inventories. Recalculation is only required if emission factors are revised retroactively for past years or significantly more accurate historical data becomes available.

- 4.5.3 Any changes to an airport's physical infrastructure as a result of organic growth, such as the addition of a new terminal, the construction of a new runway, expansion of the airfield, or decommissioning of assets do not constitute a reason to adjust the base year or the airport's GHG Inventory as these do not represent structural changes but rather normal business growth and fluctuations. Consequently, in such a case the GHG Inventory shall be updated with the additional emissions.
- 4.5.4 Airports experiencing organic growth, should contact the Administrator to determine the appropriate process of reporting the emissions (including in the ACA Portal), as this requires dual reporting with and without the new assets in order to also meet the three-year rolling average requirements.
- 4.5.5 When an airport is replacing an asset without a significant change to its operational boundary (such as an old heating system being replaced with a new heating system), this is not defined as an investment or divestment for the purpose of the programme.

Figure 3: Recalculating the GHG Inventory or Base Year



4.6 Target Information Submission

- 4.6.1 The airport shall submit the following information in the ACA Portal to outline the details of their target: base year, base year emissions, current year, current year emissions, target year, target year emissions.

5 Three – Year Rolling Average

5.1 Overview

- 5.1.1 Airports at Levels 3 and 3+ shall demonstrate annual emissions reductions. This is done by comparing emissions from the reporting year (Year 0) with the three-year rolling average, calculated from the most recent three years of historical emissions data (Year-1, Year-2 and Year-3).
- 5.1.2 The comparison shall follow the selected type (either absolute or intensity), and the selected method (either location-based or the market-based) used for setting the emission reduction target.
- 5.1.3 Airports entering the programme directly at Levels 3 or 3+ shall ensure that any historical emissions data used for the three-year rolling average has been verified.

Absolute Target

- 5.1.4 For an absolute target, the airport compares absolute emissions (AE) in the reporting year (AE_Y0) with the three-year rolling average of absolute emissions from the previous years (AE_Y-1, AE_Y-2, AE_Y-3), using the following formula:

Box 5. Absolute Three-Year Rolling Average Example

$$\text{Three-year rolling average} = \frac{(\text{AE}_{Y-1}) + (\text{AE}_{Y-2}) + (\text{AE}_{Y-3})}{\text{Number of Available Years}}$$

AE_{Y0} must be less than the three-year rolling average

Intensity Target

- 5.1.5 For an intensity target, the airport compares intensity emissions (IE) in the reporting year (IE_Y0) with the three-year rolling average of intensity emissions from the previous years (IE_Y-1, IE_Y-2, IE_Y-3), using the following formula:

Box 6. Intensity Three Year Rolling Average Example

$$\text{Three-year rolling average} = \frac{(\text{IE}_{Y-1}) + (\text{IE}_{Y-2}) + (\text{IE}_{Y-3})}{\text{Number of Available Years}}$$

IE_{Y0} must be less than the three-year rolling average

- 5.1.6 If historical data for one or more of the years is unavailable, the airport shall calculate the comparison using the average of the most recent available year(s). For example, if three years of historic data are unavailable, the airport is permitted to use two years of historic data until three years of historic data are available.

5.1.7 The airport shall submit emissions data for the previous three years when available, to facilitate calculation of the three-year rolling average and comparison with the reporting year (Year 0).

Illustrative Examples of the Three-Year Rolling Averages				
Absolute Three-Year Rolling Average with <u>three</u> years historic data				
An airport has selected an absolute target and has the following GHG inventories:				
Year 0 (2026)	Year-1 (2025)	Year-2 (2024)	Year-3 (2023)	
1350 tCO ₂ e	1500 tCO ₂ e	2000 tCO ₂ e	1198 tCO ₂ e	
3-year rolling average	= (Y ₋₁ + Y ₋₂ + Y ₋₃) ÷ no. of years			
	= (1500 tCO ₂ e + 2000 tCO ₂ e + 1198 tCO ₂ e) ÷ 3 years of data			
	= 4698 tCO ₂ e ÷ 3 years of data			
	=1566 tCO ₂ e			
Year 0 must be less than the three-year rolling average, which in this case it is as 1350 tCO ₂ e is less than 1566 tCO ₂ e.				
Absolute Three-Year Rolling Average with <u>two</u> years historic data				
An airport has selected an absolute target and has the following GHG inventories:				
Year 0 (2026)	Year-1 (2025)	Year-2 (2024)		
3450 tCO ₂ e	3500 tCO ₂ e	3600 tCO ₂ e		
3-year rolling average	= (Y ₋₁ + Y ₋₂) ÷ no. of years			
	= (3500 tCO ₂ e + 3600 tCO ₂ e) ÷ 2 years of data			
	= 7100 tCO ₂ e ÷ 2 years of data			
	= 3550 tCO ₂ e			
Year 0 must be less than the two-year rolling average, which in this case it is as 3450 tCO ₂ e is less than 3550 tCO ₂ e.				
Intensity Three-Year Rolling Average with <u>three</u> years historic data				
An airport has selected an intensity target and has the following GHG inventories:				
	Year 0 (2026)	Year-1 (2025)	Year-2 (2024)	Year-3 (2023)
Scope 1 & 2	2780 tCO ₂ e	2910 tCO ₂ e	2850 tCO ₂ e	2930 tCO ₂ e
Passenger numbers	6,750,000 passengers	5,900,000 passengers	5,750,000 passengers	5,600,000 passengers
Intensity	0.0004118 tCO ₂ e per PAX	0.0004932 tCO ₂ e per PAX	0.0004956 tCO ₂ e per PAX	0.0005232 tCO ₂ e per PAX
3-year rolling average	= (Y ₋₁ + Y ₋₂ + Y ₋₃) ÷ no. of years			
	= (0.0004932 tCO ₂ e per PAX + 0.0004956 tCO ₂ e per PAX + 0.0005232 tCO ₂ e per PAX) ÷ 3 years of data			
	= 0.0015120 tCO ₂ e ÷ 3 years of data			
	= 0.0005040 tCO ₂ e per PAX			
Year 0 must be less than the three-year rolling average, which in this case it is, as 0.0004118 tCO ₂ e per PAX is less than 0.0005040 tCO ₂ e per PAX.				

5.2 Corporate Restructuring & the Three-Year Rolling Average

5.2.1 Airports undergo restructuring which can include divestments and investments as well as mergers and acquisitions and decommissioning of assets. As a result of these changes, the three-year rolling average requires updating.

Divestments

5.2.2 When an airport divests assets (i.e., sells part of its business), it shall recalculate the GHG Inventories for the previous three years to exclude the emissions from the asset which has been divested. These revised historical emissions shall be used to calculate the three-year rolling average against which the reporting year will be compared.

Mergers & Acquisitions

5.2.3 When mergers or acquisitions occur, the airport shall recalculate the GHG Inventories for the previous three years using the emissions from operations under the previous owner or through new calculations. If historical emission information is unavailable, the airport shall apply Method A or B outlined below.

Decommissioning of Assets

5.2.4 If an airport decommissions an asset (e.g., terminal closure, removal of assets), the airport shall not recalculate the historical emissions for the previous three years. The three-year rolling average remains unchanged.

Investments in New Assets

5.2.5 When an airport invests in a new asset, there may initially be insufficient historical data to allow a like-for-like comparison with the existing GHG Inventory. To ensure full transparency:

- Until a new asset has been in operation for **two full years**, its emissions shall be reported separately and not included in the airport's main GHG Inventory.
- During this period, only emissions from pre-existing assets shall be compared to the airport's historical emissions to maintain a like-for-like comparison.
- Once the new asset has been operating **for two full years**, its emissions shall be included in the comparison using one of the two approaches set out below.

Method A – Using One Single Rolling Average

5.2.6 After the new asset has completed two full years of operation:

- The emissions from all assets in Year 0 shall be compared against the emissions from all assets from Year 0 to Year-1.
- In the following year, emissions from all assets from Year 0 will be compared against Year-1 and Year-2.
- After four full years of operation of the new asset, a complete three-year rolling average for the combined system shall be used.

Method B – Using Disaggregated Rolling Averages

- 5.2.7 After the new asset has completed two full years of operation the airport should:
- Calculate the average historical emissions of the new assets separately from the historical emissions of the pre-existing assets.
 - Maintain a full three-year rolling average for the pre-existing assets (Year-1, Year-2, and Year-3).
 - Sum both rolling averages and compare this combined reference value to the reporting year's total emissions.
 - The new asset continues to use a separate rolling average until three years of historical data exists.
- 5.2.8 If more than one new asset is added during the same time period, each new asset shall have a separate rolling average calculated, in addition to the rolling average of pre-existing assets.
- 5.2.9 Method B allows airports to use a three-year-rolling average reference as soon as the new asset has two full years of operation, making it particularly useful to airports that are undergoing continuous expansion.

Illustrative Example of Adjustment with New Assets

An airport has operated one terminal (T1) for many years.

Before the New Investment

For reporting year 2025 (Y0), the three-year rolling average uses T1 emissions from 2024 (Y-1), 2023 (Y-2) and 2022 (Y-3).

Opening of Terminal 2

In mid-2026 the airport opens terminal 2 (T2) and T1 remains open.

For reporting year 2026, the airport has full-year emissions for T1 and partial emissions for T2. To demonstrate reductions, the airport compares T1-only for 2026 emissions against the T1-only three-year rolling average (2023-2025).

For reporting year 2027, the airport again compares T1-only emissions against the T1-only three-year rolling average (2024-2026), because T2 does not yet have two full years of data.

Inclusion of T2 After Two Full Years

By reporting year 2028, T2 has two full years of operation (reporting years 2027 and 2028).

From reporting year 2028 onward, emissions from both T1 and T2 must be included using Method A or Method B, both illustrated below.

<i>Method A: Using One Single Rolling Average</i>	<i>Method B: Using Disaggregated Rolling Averages</i>
For Reporting Year 2028 Compare 2028 T1 and T2 emissions against 2027 only, since this is the only year with full combined data.	For Reporting Year 2028 Compare 2028 T1 and T2 emissions against: ▪ T1 three-year rolling average (2025-2027), plus ▪ T2 2027 only emissions.
For Reporting Year 2029 Compare 2029 T1 and T2 emissions against the average of 2027 and 2028 emissions.	For Reporting Year 2029 Compare 2029 T1 and T2 emissions against: ▪ T1 three-year rolling average (2026-2028), plus ▪ T2 two-year rolling average (2027-2028).
For Reporting Year 2030 Compare 2030 T1 and T2 emissions against the full three-year combined average (2027-2029).	For Reporting Year 2030 Compare 2030 T1 and T2 emissions against the full three-year combined average (2027-2029).
From 2030 onward, both terminals have completed three-year historical datasets, and separate treatment is no longer required.	

5.3 Renewing with an Increase in Emissions

- 5.3.1 There may be events beyond the airport's control that cause emissions to increase in one year, even if emissions have been decreasing overall. For example, this could happen if the airport is in a region/city hosting large sporting events or there is a humanitarian crisis, which may temporarily increase emissions.
- 5.3.2 If an airport cannot demonstrate a continuous reduction in its Scope 1 and Scope 2 emissions compared to the three-year rolling average, there are options which an airport shall consider, depending on the specific case of the airport:
- Applying degree days methodology.
 - Adjusting the form of the target.
 - Applying for limited deviation.
- 5.3.3 As per the information in the following sections, an airport is permitted to apply once for limited deviation per four-year period starting from the time they first achieve certification at Levels 2, 3 or 3+, or can adjust the form of their target once.

Degree Day Data Methodology

- 5.3.4 Airports can calculate an adjusted GHG Inventory when experiencing extremities in weather (for example, an extreme weather event or a change in normal temperatures over the course of a year). Using these figures, the airport can assess the effects and demonstrate the impacts of the difference in temperature on the GHG Inventory.
- 5.3.5 Degree days offer a methodology for determining the amount of heating (Heating Degree-days (HDD)) or cooling (Cooling Degree-days (CDD)) required for a given location, by considering the long-term average weather conditions at that particular site.
- 5.3.6 A key issue in the application of degree-days is the definition of the reference base temperature, which should ideally differentiate the region-specific thermal factor. The methodology is based on the difference between this base temperature, commonly set at 18°C (64°F), and the average outdoor temperature for a given day.
- 5.3.7 If the daily mean temperature falls below or above this base temperature, this method quantifies how much heating/cooling is required to maintain a comfortable indoor temperature. By using the long-term⁹ average for a particular location, an airport can determine whether an increase or reduction in heating/cooling in a given year is due to the weather conditions or changes in energy efficiency.

⁹ A 10-year or longer period is considered standard for creating reference weather data for degree-day methodologies, especially for building energy simulation and analysis, because it helps ensure the data is representative of long-term conditions and is robust for selecting a single representative year for detailed simulation purposes.

- 5.3.8 *Airport Carbon Accreditation* accepts the use of the Degree Day methodology by an airport to correct for annual variation in the weather in comparison with the established long-term average, to demonstrate emissions reductions by removing excess emissions due to extreme weather from its GHG Inventory.
- 5.3.9 When applying Degree Day methodology, airports shall submit all supporting evidence and datasets to the Administrator together with the adjusted GHG Inventory. This evidence shall include the degree-day data source, long-term averages used, base temperature applied, calculation steps, and assumptions made. Airports shall provide the same evidence and datasets to their verifier to ensure consistency between the application submitted to *Airport Carbon Accreditation* and the subsequent verification process. All data used for Degree Day calculations shall be obtained from a robust and valid source.
- 5.3.10 The degree day adjustment shall only be applied to the energy-related components of the GHG Inventory that are directly affected by temperature variations (e.g., heating fuel, natural gas, district heating, and electricity used for heating and cooling). The methodology shall quantify the portion of energy consumption attributable solely to abnormal weather conditions and adjust emissions to reflect what consumption would have been under long-term average conditions.
- 5.3.11 Degree day adjustments shall only be applied to the activity data (e.g., energy consumption), not to emission factors. Therefore, a single weather-normalised activity value can be used to calculate both location-based and market-based emissions. No separate adjustment is required.
- 5.3.12 Degree day adjustments shall be applied only to the reporting year for which abnormal weather conditions are being demonstrated. Historical years used in the rolling average shall not be retroactively adjusted, unless the airport can demonstrate that those years also experienced abnormal temperature conditions and applies the methodology consistently across all relevant years.

Target Form Adjustment

- 5.3.13 If an airport cannot demonstrate a reduction in its Scope 1 and Scope 2 emissions compared to the three-year rolling average, it can adjust the form of their target.
- 5.3.14 Airports are only permitted to change the form of their target once for the duration of the airport's certification at the specific level as per Section 4.2.

Limited Deviation

- 5.3.15 If an airport cannot demonstrate a continuous reduction in its Scope 1 and Scope 2 emissions compared to the three-year rolling average, it can apply for a "Limited Deviation".

5.3.16 Airports are allowed to apply for a limited deviation only once every four years, starting from the time they first achieve certification at Levels 2, 3 or 3+. For example, if an airport at Level 2 has applied for limited deviation in 2024, they are not allowed to apply for limited deviation again until 2028 even if they have upgraded to Level 3 or 3+ in the meantime.

5.3.17 To apply for a limited deviation, the airport shall:

- Contact the Administrator before submitting the application to explain why a limited deviation is necessary.
- Identify and calculate the exact volume of emissions (CO₂e) that resulted in missing the three-year rolling average. This shall be done by comparing the emissions for that year or month with data from previous years/months when the event was not taking place. The airport shall then exclude these extra emissions from its reduction calculations.
- Prepare a report (2-3 pages) covering the following issues:
 1. *Airport Carbon Accreditation* information (airport information, passenger numbers, aircraft movements, location, entry date, levels obtained and certified against, certification history, emissions history including three-year rolling average, current emissions and trajectory)
 2. The challenge by presenting the KPIs and cause of the increase in emissions including emissions caused by the event.
 3. Current and future carbon management initiatives including a plan for how the airport will get back on track and continue to achieve consistent emissions reductions in the future.

5.3.18 The Administrator will review the submitted documents to determine if there is a valid reason for the limited deviation. If the case is accepted, the Administrator will make a recommendation to the Advisory Board, which will make the final decision.

5.3.19 If an airport has previously applied limited deviation within the four-year period, and it cannot show a reduction in emissions, it will not be able to renew its certification at Level 3 or 3+ unless it can provide evidence that specific, uncontrollable circumstances have caused emissions to increase over multiple years.

5.3.20 The Advisory Board will review the information provided. If an airport cannot provide such evidence, they may risk being downgraded.

6 Carbon Management Plan

6.1 Overview

- 6.1.1 The airport shall develop a Carbon Management Plan (CMP). The purpose of the CMP is to demonstrate the efforts made by the airport to reduce its emissions in line with the airport's emissions reduction target and policy statement.
- 6.1.2 The CMP shall cover, at a minimum, Scope 1 and Scope 2 emissions as defined in the airport's GHG Inventory and may include relevant Scope 3 categories where applicable to the airport's reduction strategy.
- 6.1.3 The programme does not require the airport to establish new management committees or additional meetings specifically for carbon management. Existing internal forums may be used by adding a standing agenda item for carbon management.

6.2 Updating the CMP

- 6.2.1 Airports shall update the CMP at least every three years and provide supporting evidence if requested, to show that it is actively implemented.
- 6.2.2 If an airport has upgraded to Level 3 from Level 2 and therefore has an existing CMP, it shall be updated for Level 3.

6.3 Contents of the CMP

GHG Management Initiatives

- 6.3.1 The CMP shall include all substantive GHG management initiatives undertaken by the airport. These are actions that directly support emissions reductions. Administrative activities (such as forming working groups) shall not be included unless they lead to specific planned measures that will reduce emissions.
- 6.3.2 Required information for each initiative shall include:
- **Description:** a clear summary of the action and how it will reduce emissions.
 - **Scope:** the Scope(s) of emissions impacted (Scope 1, 2 or 3).
 - **Estimate Emissions Reduction:** Quantified emission savings (if possible).
 - **Department Responsible:** The airport department or third party accountable for delivering the action.
 - **Duration:** Project start date, end date and/or key milestones.
 - **Status:** If the project is in the planning stage, in progress or complete.

- 6.3.3 The CMP shall also detail which Board Committee or other Executive Body has overall responsibility for climate change matters and who has day-to-day responsibility for implementing the GHG management initiatives.

Communication and Training Plan

- 6.3.4 The CMP shall include a Communication and Training Plan outlining how the airport supports learning and awareness related to carbon management including:

- Increasing understanding of climate-related risks and mitigation actions.
- Developing competencies for employees in roles that influence the GHG Inventory.
- Maintaining awareness of progress towards emissions reduction targets.
- Supporting behavioural changes to reduce energy use.
- Extending communications and training to relevant third parties and business partners.

Self-Assessment and Auditing

- 6.3.5 As part of the CMP, airports should detail the self-assessments and auditing procedures taken to monitor progress of the GHG Management initiatives and to identify opportunities for improvement. Any corrective actions should be detailed.

6.4 Implementation of the Carbon Management Plan

- 6.4.1 Airports shall provide supporting written evidence if requested to demonstrate that the CMP is being implemented effectively.
- 6.4.2 Confirmation from the airport's verifier is required that a CMP that meets the relevant requirements has been formulated and implemented.

6.5 Carbon Management Plan Submission

- 6.5.1 **Table 3** shall be completed in the ACA Portal or be submitted separately as a document.
- 6.5.2 **Table 4** shall be completed in the ACA Portal or be submitted separately as a document.

Table 3: Carbon Management Plan Template

Carbon Management Initiatives	Scope	Estimated Emissions Reduction
Please indicate title of the carbon reduction initiative	Indicate the relevant Scope	Indicate the estimated emission reduction
<i>e.g. Electrification of Ground Handling Equipment</i>	<i>e.g. Scope 1</i>	<i>e.g. 3500</i>
Action	Department Responsible	Duration
In one sentence detail the action taken	Outline the airport department responsible	Date initiative will be complete
<i>e.g. Replace diesel-powered baggage tugs with electric alternatives.</i>	<i>[add details]</i>	<i>dd/mm/yy</i>
Status	Comments	
Indicate progress	<i>[add details]</i>	
<i>[add details]</i>		

Table 4: Carbon Management Plan - Communication and Training Plan Template

Communication/Training	Scope
Indicate title of communication or training	In one sentence explain the communication or training content
<i>e.g. Carbon Training</i>	<i>e.g. Training in calculating Scope 1 and 2 Emissions</i>
Action	Department Involved
Indicate date of event	Indicate the airport departments that received/attended event
<i>dd/mm/yy</i>	<i>e.g. Operations Department</i>

7 Stakeholder Engagement Plan

7.1 Overview

- 7.1.1 The airport shall develop a Stakeholder Engagement Plan (SEP) to demonstrate that it has on-going dialogue, shares best practices, and promotes cooperation with stakeholders with the aim of reducing emissions from major stakeholder operations.
- 7.1.2 Reporting Scope 3 emissions requires collaboration with all relevant stakeholders to build a sense of shared responsibility for sustainability at the airport. Stakeholders represent a critical component of airport efforts to manage GHG emissions.

7.2 Contents of the Stakeholder Engagement Plan

- 7.2.1 Stakeholders include operational and service companies, such as airlines, ground handlers, cargo handlers, catering companies, waste management contractors, public and local transport operators, passengers, decision makers, planners, employees, tenants, retailers, civil works, and other contractors.
- 7.2.2 The airport will be judged on whether it is making a real and thoughtful effort to engage the stakeholders and not on the outcome of stakeholder engagement. Nevertheless, it is considered as best practice to achieve emissions reductions from stakeholder sources.
- 7.2.3 At Level 3 and 3+, an airport shall demonstrate that it has formulated and effectively implements an SEP. Airports shall complete **Table 5** with information regarding their engagement, outlining how they influence and collaborate with third parties to manage emissions.
- 7.2.4 Airports shall demonstrate that they have on-going communication with third parties relating specifically to carbon emission management.
- 7.2.5 Airports shall describe any of the applicable items in the SEP from the following indicative list:
- Awareness campaigns; workshops and/or committee meetings.
 - Incentives and cost structures to encourage emissions reduction (for example, charges for less efficient aircraft).
 - Carbon management clauses included in third-party contracts.
 - Joint initiatives to improve operations.
 - Minimum performance standards.
 - Performance audits.

7.2.6 If an airport complies with EUROCONTROL's Collaborative Environmental Management (CEM)¹⁰ specifications this is considered adequate proof of an SEP.¹¹

7.2.7 The programme does not require the airport to establish additional management committees and meetings specifically for stakeholder engagement. In many cases there are already regular meetings between the airport and stakeholders (for example, airlines, handlers, catering, retail) at which a new agenda item could be discussed regarding carbon management.

7.3 Updating the Stakeholder Engagement Plan

7.3.1 The SEP shall be updated at least every three calendar years, with the revised plan including updated information about the stakeholder engagement and emission reductions achieved through stakeholder cooperation.

7.4 Stakeholder Engagement Plan Submission

7.4.1 **Table 5** shall be completed in the ACA Portal or be submitted separately as a document.

Table 5: Stakeholder Engagement Plan Required Information

Stakeholder Engaged	Prioritisation	Emission Source
Indicate the name or category of the stakeholder involved	Indicate the importance of the stakeholder in reducing emissions	Outline the stakeholder Scope 3 emission category
<i>e.g. Ground Handlers</i>	<i>e.g. low/medium/high</i>	<i>[add details]</i>
Details of Engagement		Date
Describe the collaborative initiative or action taken towards reducing emissions		<i>dd/mm/yy</i>
<i>e.g. Workshop held with Ground Handlers to reduce their emissions from GSE through switching to electric GSE.</i>		
Status	Departments Involved	Stakeholder Responsibility
Indicate progress of action	Outline the airport department responsible	Outline the stakeholder responsibility to achieve the emission reduction
<i>e.g. Ongoing</i>	<i>[add details]</i>	<i>e.g. Ground Handlers to provide quarterly updates on the progress in electrifying their GSE.</i>
Comments		
<i>[add details]</i>		

¹⁰ <https://www.eurocontrol.int/initiative/collaborative-environmental-management>

¹¹ Airports operating in states that belong to the European Civil Aviation Conference (ECAC) may also use a dedicated web-tool proposed by EUROCONTROL: <https://www.eurocontrol.int/portal/collaborative-environment-management-online>

8 Carbon Offsets and Credits (Level 3+)

- 8.1.1 At Level 3+, airports shall purchase carbon credits to offset their residual emissions from Scope 1, Scope 2 and business travel. Airports at this level shall purchase carbon credits from reduction or removal projects that have been developed by the “Endorsed Crediting Programmes” of the International Carbon Reduction and Offset Alliance (ICROA) or that have been deemed “Carbon Crediting Program Eligible” by the Integrity Council for the Voluntary Carbon Market (ICVCM). In addition to the above, airports can use New Zealand ETS and Label Bas Carbone approved projects.
- 8.1.2 Airports should conduct a due diligence exercise to ensure that the purchased carbon credits are of high quality and that they are real; additional; measurable; verifiable; permanent; and unique. Airports shall not purchase carbon credits from programmes or projects which do not align with these criteria and the requirements outlined in *Airport Carbon Accreditation Carbon Offset Requirements*.
- 8.1.3 The Carbon Offset Requirements document is available here and provides the full list of requirements for airports in purchasing their carbon credits at Level 3+: <https://www.airportcarbonaccreditation.org/technical-documents/>.
- 8.1.4 During the renewal years, airports shall purchase carbon credits for their residual Scope 1, Scope 2 and business travel emissions and shall provide the proof of purchase such as the certificate.

Illustrative Example of Calculating Residual Emissions to be Offset

An airport at Level 3+ has the following residual annual emissions after implementing all feasible reduction measures:

- *Scope 1 residual emissions: 2,500 tCO₂e*
- *Scope 2 residual emissions: 1,500 tCO₂e*
- *Scope 3 staff business travel emissions: 300 tCO₂e*

At Level 3+, the airport must purchase carbon credits to offset all residual Scope 1 and Scope 2 emissions, plus Scope 3 staff business travel emissions. The total volume of offsets required is therefore:

- *Scope 1 residual + Scope 2 residual + Scope 3 staff business travel*
- $2,500 + 1,500 + 300 = 4,300 \text{ tCO}_2\text{e}$

In this example, the airport must purchase 4,300 eligible carbon credits for the reporting year from the programmes specified above.

9 Verification

9.1.1 Regarding verification of the airport's application, verifiers shall attest that all of the requirements of Level 3/3+ have been adhered to, including:

- Policy Commitment
- The GHG Inventory
- Demonstration of emission reductions against three-year rolling average
- Emission Reduction Target
- Base Year Emissions (if not already verified)
- Carbon Management Plan
- Stakeholder Engagement Plan
- Carbon Credits Purchased for Offsetting (Level L3+)

9.1.2 The verification of the GHG Inventory shall be conducted in accordance with the requirements of *ISO14064-3* and in line with the *GHG Protocol*.

9.1.3 Airports that are certified to Level 3 or 3+ have an annual renewal cycle whereby verification is required every second year (**Table 6**).

Table 6: Renewal and Verification Requirements for Level 3 and 3+

Entry (Year 1)	Renewal 1 (Year 2)	Renewal 2 (Year 3)	Renewal 3 (Year 4)	Renewal 4 (Year 5)	Renewal 5 (Year 6)
Verification	No verification	Verification	No verification	Verification	No verification

10 Public Reporting

10.1.1 The programme promotes transparency in carbon management and emission reduction claims. Therefore, public reporting is required at all levels of the programme. At Level 3/3+, the airport shall publish the following information on the airport's website or other public documents:

- Signed Policy Commitment
- GHG Inventory: Total Scope 1, Scope 2 and select Scope 3 emissions.
- Emission Reduction Target and Base Year
- Proof of Purchase of Carbon Credits to Offset Residual Emissions (Level 3+)
 - Certificate(s)¹² and Web link

¹² If certificates represent credits for more than one year, airports may (instead of the certificate) provide the same information that is included in the certificate in another format (e.g., list).

11 Certification Renewal at Level 3 and 3+

- 11.1.1 To renew certification at Level 3/3+, airports shall fulfil all certification requirements as outlined in this document.
- 11.1.2 During the renewal years, airports shall submit their GHG Inventory and Inventory Report including their Scope 1, 2 and select 3 emissions, and shall clearly outline any changes to the emission sources reported.
- 11.1.3 Airports shall also revise their Carbon Management Plan and Stakeholder Engagement Plan at least every three years, and during renewal years the airport shall provide evidence for the implementation of the plans if requested by the Administrator.
- 11.1.4 Additionally, during the interim years for airports at Level 3+ proof of purchase of carbon credits to offset residual emissions shall be provided.

Annex 1

Checklist for Level 3 & 3+

Indicative list to support airports in the certification process. Airports shall ensure that all the level specific requirements are met.

Requirement	Check
<i>Policy Commitment</i>	
Publicly available policy commitment signed by highest level.	
<i>GHG Inventory</i>	
GHG Inventory including Scope 1, Scope 2, & specified categories of Scope 3 emissions.	
<i>GHG Inventory Report</i>	
GHG Inventory Report which meets all specified requirements.	
<i>Carbon Emissions Reduction Target</i>	
A Scope 1 and Scope 2 reduction target (absolute or intensity) set against a specified base year.	
<i>Emission Reduction Against Three-Year Rolling Average</i>	
Annual emissions reduction against the three-year rolling average.	
<i>Carbon Management Plan</i>	
A Carbon Management Plan has been developed which meets all specified requirements.	
<i>Stakeholder Engagement Plan</i>	
A Stakeholder Engagement Plan has been developed which meets all specified requirements.	
<i>Offsetting (for Level 3+ only)</i>	
Carbon credits from reduction or removal project have been purchased to offset Scope 1, Scope 2 and business travel emissions.	
<i>Verification (if required)</i>	
A verification report.	