# Target Quality Check Form

*Version 1.3, November, 2015*

Once a company develops a proposed science-based target, the target needs to be submitted for a quality check to verify that it is in line with the Call to Action eligibility criteria at [www.sciencebasedtargets.org/commit-to-setting-science-based-targets/](http://www.sciencebasedtargets.org/commit-to-setting-science-based-targets/).

The quality check of the target will be performed by the Technical Working Group of the Science Based Targets initiative, which submits a recommendation to the Steering Committee of the initiative. The Steering Committee’s final decision will then be communicated to the company. This is expected to take at least 20 business days.

**Unofficial vs. official quality checks**

The Technical Working Group can perform an *unofficial target check* for companies that would like feedback only on a proposed target. The Technical Working Group will provide formal recommendations to improve the targets and meet the eligibility criteria, if necessary. However, the Steering Committee will not make a final decision on the target. This feedback can inform internal management decisions in the GHG target-setting process. Please note that the timeframe to receive a response from the Technical Working Group may vary upon the number of target checks in the queue.

**Tick the appropriate box for this submission:**

 **Official quality check Unofficial quality check**

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| 1. **Company information**

**>> Company name, website and social media links** |
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| 1. **Technical contact details**

**>> Contact name, email and job title** |
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| 1. **Description of company**

**>> Short description of the company, including its main functions, ownership structure and other relevant company-wide information****>> State the main sector(s) or activities your company is operating in** |
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| 1. **Description of GHG inventory**

**>> Explain the organizational boundaries of the GHG inventory and state which consolidation approach was used (see Greenhouse Gas Protocol – Corporate Standard for guidance).****>> Describe the primary operational activities included in each scope and explain any deviation from GHG Protocol requirements.****>> Provide the emissions from the latest GHG inventory available and state the year.** **>> Describe and explain any exclusions.** |
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| 1. **Scope 3**

**>> State if the company has completed a scope 3 inventory and the first year it was conducted.****>> Indicate percentage of scope 3 emissions in relation to the overall emissions (scope 1, 2 & 3 combined).** |
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| 1. **Target information**

**>> List any science-based target setting method(s) used in setting the target and if possible attach copies of tool outputs/calculations.****>> State whether or not the target covers all greenhouse gases[[1]](#footnote-1) listed in the Greenhouse Gas Protocol Standard.** |
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| **>> Please fill out the table below and break down targets by sector, sectoral activity, or geographic location where relevant. Use separate rows to describe any interim milestones.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Absolute or intensity** | **Scopes**  | **% of emissions excluded from corporate boundary** | **% reduction relative to base year (i.e. positive numbers indicate reductions)** | **Base year** | **Target year** | **For intensity targets provide total activity in the target year and include units (e.g. value added, volume of products sold, % change of activity relative to base year)\*** |
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**>> Please include any other relevant information below such as information used in calculating the targets as well as descriptions of any qualitative targets.****\* For intensity targets please provide the following information if available. It may significantly speed up the review process. When necessary, the Technical Reviewer may ask for this information if it is not provided.** 1. **Emissions reduction pathway from the base to the target year (e.g. linear, compounded reduction)**
2. **If the denominator is not in units covered by any of the known science-based targets setting methods, please convert them**
3. **Historic informtion on the intensity denominator**
4. **Historic emissions by scope**
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| 1. **Base-year GHG emissions inventoryand activity information**

**>> Fill out the table below with base year data and enter additional rows for separate targets if necessary. If base year data are not available please provide the most recent year available and indicate the year.**

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| --- | --- | --- | --- |
| **Scope** | **Total gross emissions (tCO2e)****Please break down emissions by sector, sectoral activity or geographic location where relevant to the target setting method by inserting a new row for each** | **Base Year** | **If proposing an intensity target, provide total activity in the base year and units** |
| **Scope 1** |  |  |  |
| **Scope 2** |  |  |  |
| **Scope 3** | **TOTAL** |  |  |
| **1. Purchased goods and services** |  |
| **2. Capital goods** |  |
| **3. Fuel and energy related activities** |  |
| **4. Upstream transportation & distribution** |  |
| **5. Waste generated in operations** |  |
| **6. Business travel** |  |
| **7. Employee commuting** |  |
| **8. Upstream leased assets** |  |
| **9. Downstream transportation & distribution** |  |
| **10. Processing of sold products** |  |
| **11. Use of sold products** |  |
| **12. End-of-life treatment of sold products** |  |
| **13. Downstream leased assets** |  |
| **14. Franchises** |  |
| **15. Investments** |  |

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| 1. **Progress made against the target**

**>> Indicate the year the target was first announced****>> How much of the target has been achieved to date (percent)?** |
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| 1. **Supporting documentation**

**>> Please insert a list and briefly describe of any background information submitted with this form (e.g. science-based target setting tools used to calculate targets, CDP questionnaires, sustainability plans)** |
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 **Communications Information**

The Science Based Targets initiative team will use the information below to coordinate the communications of the target.

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| 1. **Contact details**

**>> What is the name, email, and title of the person we can contact to discuss how and where the target will be showcased?** |
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| 1. **Embargo information**

**>> If the company does not want to release the target details before a certain date please state it below.** |
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| 1. **Additional profiling**

**>> In addition to the initiative’s, WMB’s, and CDP’s Commitment to Action websites is your company interested in additional profiling at events, media, case studies, and other high-level communications opportunities?** |
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1. Greenhouse Gas Protocol gases: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF6), and nitrogen trifluoride (NF3) [↑](#footnote-ref-1)