



SCIENCE
BASED
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

TARGET PRE-SUBMISSION CHECKLIST

TVT-INF-003 / Version 1.0
April 2021

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Ready to submit targets for validation to the SBTi?

The checklist below was designed to provide companies and consultancies submitting targets to the SBTi a quick reference to understand if they are ready to submit a full submission form to the SBTi for target validation. Review of this checklist will ensure a smooth validation experience. This checklist is divided into three parts: **ELIGIBILITY**, which focuses on ensuring an entity is eligible for the target validation service, **CONTENT**, which focuses on the content of the review, e.g. emissions accounting and target details, and **LOGISTICS**, which focuses on the administrative processes that are required for target validation purposes. Companies are encouraged to review this checklist when completing a target validation form, and should consult the checklist before submission to the SBTi.

ELIGIBILITY CHECKLIST

- √ Your targets relate to a complete legal entity, not the operations in a specific geography or business unit of a larger legal entity.
The SBTi does not assess targets covering only certain geographies or business units.
- √ Your organization is a public company, private company, or state-owned enterprise.
The SBTi does not currently assess targets for cities, local governments, public sector institutions, educational institutions or non-profit organizations. Cities can register their interest in setting targets through the [Science Based Targets Network](#) (SBTN).
- √ Your organization has at least 500 employees.
The SBTi has created a [streamlined SME target-setting route](#) for independent, non-subsidiary companies with fewer than 500 employees. This is the only option available to SMEs. [View our SME FAQs](#) for more information.
- √ Your organization does not receive over 50% of its revenue from the sale, transmission, and distribution of fossil fuels.
Companies in the oil & gas sector can make a commitment to set science-based targets, but their targets cannot yet be officially approved. We are currently developing a [methodology for target-setting in this sector](#).

CONTENT CHECKLIST

- √ You have a completed scope 1 and 2 emissions inventory, reported in line with the Greenhouse Gas Protocol
- √ You have a completed scope 3 emissions inventory or screening, reported in line with the Greenhouse Gas Protocol
- √ You have included base year emissions AND most recent year emissions if your base year is earlier than two years from the year of submission
- √ Your most recent year inventory is from no earlier than two years from the year of submission (e.g., 2019 is the earliest allowable most recent year for 2021 submissions)
- √ You have indicated if you are using scope 2 market-based or location-based emissions to report and track progress
- √ If you plan to use renewable energy purchasing to achieve targets, you are using a scope 2 market-based method
- √ You have excluded 5% or less of total scope 1 and 2 emissions from the scope 1 and 2 inventory and target boundary
- √ If your scope 3 emissions are at least 40% of total scope 1+2+3 emissions, you have set a scope 3 target(s)
- √ If setting scope 3 target(s), you have excluded 33% or less of your total scope 3 inventory from your target boundaries
- √ You have included all six of the listed greenhouse gases in your emissions inventory, or have explained why some gases are not relevant to your organization
- √ If reporting on a fiscal year basis, you have indicated the start and end date of the fiscal year
- √ You have included all relevant subsidiaries (i.e., those within your company's organizational boundaries) in the emissions inventory, and have indicated their inclusion in the subsidiary table
- √ If submitting combined scope 1+2+3 targets, you have indicated the ambition of the scope 1+2 portion and the scope 3 portion separately
- √ You are not including avoided emissions or planning to use offsets to achieve your targets
- √ You have used the latest version of SBTi criteria, tools, and methods when creating and modelling your target
- √ You have fully filled out the latest version of the SBTi target submission form, ensuring there are no blanks, and in sections that are not applicable, have clearly marked "N/A"
- √ If your company is committed to the [Business Ambition for 1.5°C campaign](#), you checked that your modelled target is in line with the option you selected in the commitment letter

LOGISTICS CHECKLIST

- √ You have requested the SBTi target validation service terms & conditions from targets@sciencebasedtargets.org, and are ready to sign if your submission passes the initial screening
- √ You have provided billing information in your completed target submission form
- √ You are aware the target validation service is delivered in 30 business days after the terms & conditions have been fully executed by both parties
- √ If you are aiming to receive your target decision by a certain date, you have budgeted appropriate time for the entire target validation process, which includes a week for the initial screening to be performed or longer if there is missing or unclear information in the submission form, and an additional few days for reviewing and signing the terms & conditions, both of which occur before the 30 business day timeframe begins. If your company will require redlines of the terms & conditions, please plan multiple weeks for this stage of the process.
- √ You have a technical point of contact within the company that will be available to answer any questions about your targets and underlying information from the review team. This technical contact must respond to queries within 2 business days from the review team in order to stay within the 30 business day validation time frame.
- √ You have noted that the Science Based Targets initiative closes every year during December - January for a holiday period. To receive results before the holiday period, please submit your targets for validation before the end of October. Please expect the earliest target decisions for targets with fully executed contracts from beginning of November to be mid-January. For target submissions received on or after the first week of December, initial screenings will begin when the SBTi re-opens in the second week of January.