

**SBTi Target Submission Form and Guidance**

*TWG-FOR-001 | Version 2.3*

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# SBTi Target Submission Form

## Introduction

**Before filling out this form, please review:**

* The [**SBTi Call to Action Guidelines**](https://sciencebasedtargets.org/wp-content/uploads/2017/03/SBTi-C2A-Guidelines-March-15-2017.pdf)**,** which provide an overview of the target evaluation process.
* The **SBTi** **Target Submission Form Guidance** in this document which provides instructions on how to complete this form.

After the documents above have been reviewed, please fill this form out as **clearly, comprehensively, and accurately** as possible. Missing, unclear, or erroneous information will result in the evaluation process being delayed. If you have any questions, please contact us at info@sciencebasedtargets.org.

## Submission Form

**Please confirm that the information entered below is true and complete to the best of your knowledge:**

*I, \_\_\_\_\_\_ [ENTER NAME]\_\_\_\_ hereby certify that I have reviewed the relevant guidance documents and that the information provided below is true and complete to the best of my knowledge.*

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. **VALIDATION REQUESTED**
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| * 1. **Do you want to select the new target validation service that provides you with in depth-feedback and faster turnaround time1?**

*Note: this is a paid service under which you obtain two rounds of assessments. For more information refer to the Guidance and our* [*FAQ*](https://sciencebasedtargets.org/faq/)*s Section E. If you opt for the new service, specify if this is the first assessment under the new service or the second assessment.* | ☐ Yes ☐ No ☐ N/AIf yes, please indicate:☐ First assessment ☐ Second assessment |
| * 1. **Please select the validation type requested**
 | ☐ Official ☐ Preliminary |
| **1.3. If a preliminary validation is requested, specify for which scopes you are requesting validation** |  ☐ All Scopes ☐ Scopes 1 and 2 only  ☐ Scope 3 only ☐ N/A (official validation) |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1 The new target validation service is expected to launch in October 2018 (exact date to be announced on the SBTi website). **Until the new service is available, please select N/A**

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| 1. **GENERAL INFORMATION**
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| **2.1. Company name**  |  |
| **2.2. Technical contact (name, title and e-mail)** |  |
| **2.3. Communications contact (name, title and e-mail)** |  |
| **2.4. Headquarters location (city and country)** |  |
| **2.5. Sector(s) the company operates in (GRI definition recommended)** |  |
| **2.6. Company general description** |  |
| **2.7. Is your company a subsidiary of a larger holding company that has set science-based targets (SBTs) or is planning to do so?** **If so, please indicate its name.** | Yes ☐ No ☐ |
| **2.8. Does your company have a subsidiary that has already set SBTs, or is planning to do so?** **If so, please indicate its name.** | Yes ☐ No ☐ |
| **2.9. Is the company a responder for the CDP 2019 Investor Climate Change Questionnaire?** | Yes ☐ No ☐ |
| **2.10. Have you paid any of the SBTi partners (CDP, UN Global Compact, WRI, WWF) to receive technical advice to model your targets?****If yes, state which partner(s) and describe the type of support you received.** | Yes ☐ No ☐ |
| **2.11. Name and contact of consultancy hired to develop targets, if any.** |  |

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| 1. **GHG INVENTORY**
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| **3.1. Does your inventory follow the GHG Protocol Corporate Standard?****If not, list and explain any deviation from its requirements.** | Yes ☐ No ☐Deviations:  |
| **3.2. Confirm that your company will follow the GHG Protocol Corporate Standard guidelines for inventory recalculation and the SBTi guidelines for target recalculation as needed to reflect significant changes.** | Yes ☐ No ☐ |
| **3.3. State the consolidation approach used to calculate your GHG inventory and why it was chosen.** | Equity share ☐ Financial control ☐ Operational control ☐ |
| **3.4. Describe the primary operations and activities that account for emissions in scopes 1 and 2.** | Scope 1:Scope 2: |
| **3.5. Describe and justify any exclusions from the inventory.**  | Greenhouse gases excluded:☐ CO2 ☐ CH4 ☐ N2O ☐ HFC ☐ PFC ☐ SF6 ☐ NF3Facilities excluded:Activities excluded:Geographies excluded: Operations excluded:Other exclusions: |
| **3.6. How much of scopes 1 and 2 emissions do the exclusions mentioned in question 3.5 represent? Estimate the percentage for each scope.**  | \_\_\_\_% excluded from scope 1\_\_\_\_% excluded from scope 2\_\_\_\_% excluded from scopes 1 and 2 combined |
| **3.7. Has the company completed a scope 3 screening and/or inventory of all relevant categories?**  | Yes ☐ No ☐ If yes, please specify: ☐ Screening ☐ Inventory |
| **3.8. Does your company use and/or produce bioenergy (biofuels and/or biomass)?** | Yes ☐ No ☐ |
| **3.9. Is your company involved in activities that result in GHG removals associated with biogenic sources?** | Yes ☐ No ☐ |
| **3.10. Please specify the base year and most recent year used in Table 1 below. If different for different scopes, specify for each.** |  Base year: Most recent year: |
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| **3.11. Table 1: GHG emissions inventory table for the base year and the most recent year (2017 if available)** |
| **Scopes** | **Base year data**  | **Most recent year data** |
| **Activity amount**  | **Activity units** | **Estimated change in activity from base to target year (%)** | **Emissions (tCO2e)** | **Percentage of emissions in scope and total (%)** | **Activity amount**  | **Emissions (tCO2e)**  | **Percentage of emissions in scope and total (%)**  |
| **Scope 1** |  |  |  |  |  |  |  |  |
| **Scope 2** |  |  |  |  |  |  |  |  |
| **Scope 3** | **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** |  |  |  |  |
| **Scope 3 Total** |  |  |  |  |
| **Direct emissions from combustion of biofuels and biomass (reported separately from scopes)** |  |  |  |  |
| **GHG removals from biogenic sources (reported separately from scopes)** |  |  |  |  |

 |
|  **3.12. Which method is used to report scope 2 emissions in Table 1?** | Base year data: Location-based ☐ Market-based ☐Most recent year data: Location-based ☐ Market-based ☐ |
| **3.13. Methodology to estimate emissions from****biofuels/biomass combustion and/or GHG****removals from biogenic sources (if any).** |  |
| **3.14. If submitting a renewable energy target, please specify the share of electricity consumption from RE in the base year, most recent year and target year (in %).** | Base year:Most recent year:Target year (expected): |
| **3.15. If submitting a renewable energy target, please specify the electricity intensity in the base year, most recent year and target year (gCO2/kWh).** | Base year:Most recent year:Target year (expected): |

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| 1. **TARGET(S)**
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| **All target(s)** |
| **4.1. Proposed target(s) wording**Please use the templates provided for absolute, intensity and supplier engagement targets as applicable. For further guidance on target wording, please consult the Guidance. The SBTi will only approve and publish targets that comply with the language templates and guidance. | **Absolute targets:** [Company name] commits to reduce absolute [enter scopes] GHG emissions [percent reduction] % by [target year] from a [base year] base-year.**Intensity targets:** [Company name] commits to reduce [enter scopes] GHG emissions [percent reduction] % per [unit] by [target year] from a [base year] base-year. **Supplier engagement targets:** [Company name] commits that [percent] % of its suppliers [by spend/by emissions] covering [name categories], will set science-based [enter Scopes] targets by [target year].**RE procurement targets:** [Company name] commits to increase active sourcing of renewable electricity by [percent]% between by [target year] from a [base year] base-year. |
| **4.2. Table 2: Proposed Absolute and Intensity Targets***Please include only percent-based emission reduction targets (absolute or intensity) below. For target IDs, use “Abs1”, “Abs2”, “Int1”, etc. as relevant. For further guidance on different types of targets, see the Submission Form Guidance.**Important note: If your proposed target is a combined S1+S2+S3 target, please input the information for the S1+S2 portions and S3 portion of the targets in separate rows. See the Guidance for more information on why this is required. Note that you can only submit a maximum of up to 4 targets between Table 2 and 3 combined.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Target ID** | **Scope(s)** | **Percent of emissions excluded from target boundary (%)** | **Percent change from base year (%)** | **For intensity targets:** | **Base year** | **Target year** | **Progress on target to date (% of target reduction achieved to date)** |
| **Metric****(e.g. per ton of steel produced)** | **Estimated change in absolute emissions for each scope (%)** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

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| **4.3. Table 3: Other Proposed Targets***Please include other type of targets that are not absolute or intensity in the table below (e.g. supplier engagement targets, renewable energy targets). For target IDs, use “O1”, “O2”, etc.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Target ID** | **Scope(s)** | **Percent of emissions excluded from target boundary (%)** | **KPI (Metric)** | **KPI in Base year**  | **KPI in Target year** | **Base year** | **Target year** | **Progress on target to date (%)** |
| O1 |  |  |  |  |  |  |  |  |
| O2 |  |  |  |  |  |  |  |  |

 |
| **4.4. Percent of electricity consumption covered by RE procurement target, if any.** |  |
| **4.5. Methods and/or tools used to set targets, if any. Specify the version number (or issue date) if available.** |

|  |  |  |
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| **Target ID/Scopes** | **Method and version (or issue date)** | **Tool and version (or issue date)**  |
|  |  |  |
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| **4.6. Do the targets cover all seven GHGs (CO2, CH4, N2O, HFC, PFC, HF6, NF3) when relevant? If not, specify and justify exclusions.** | Yes ☐ No ☐Greenhouse gases excluded:☐ CO2 ☐ CH4 ☐ N2O ☐ HFC ☐ PFC ☐ SF6 ☐ NF3Justification: |
| **4.7. If you reported biomass/biofuels emissions and/or biogenic removals in Table 1, please confirm if those are included within the target(s) boundary.** | Yes ☐ No ☐If yes, please specify under which target(s) IDs: |
| **4.8. If a parent or subsidiary has or will set a SBT (see questions 2.7 and 2.8), please describe to what extent the parent company’s target covers the target of the subsidiary.** |  |
| **4.9. Are offsets being counted as progress toward the target(s)?** | Yes ☐ No ☐ |
| **4.10. How will the company report annual company-wide GHG emissions and progress against their targets if they are approved by the SBTi?** |  |
| **4.11. Which method will the company use to track performance towards its scope 2 target?** | Location-based ☐ Market-based ☐ |
| **Scope 3 target(s)** |
| **4.12. Describe the GHG boundary of the scope 3 target(s).** | The combined scope 3 target(s) cover \_\_\_\_\_% of total scope 3 emissions, corresponding to the following categories:

|  |  |
| --- | --- |
| **Category** | **% of emissions in category covered by scope 3 target(s)** |
| 1. Purchased goods and services |  |
| 2. Capital goods |  |
| 3. Fuel and energy related activities |  |
| 4. Upstream transportation and distribution |  |
| 5. Waste generated in operations |  |
| 6. Business travel |  |
| 7. Employee commuting |  |
| 8. Upstream leased assets |  |
| 9. Downstream transportation and 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 |  |

 |
| **4.13. Please explain how your proposed scope 3 emission reduction targets address the main sources of GHG emissions and demonstrate why these targets are ambitious (e.g. how they are in line with criteria C16).** |  |
| **4.14. Scope 3 emissions covered by supplier engagement target(s), if applicable.** |  |
| **4.15. Do any of the targets cover avoided emissions?** | Yes ☐ No ☐ |
| **4.16. If your company is an electricity-generating company that distributes natural gas or other fossil fuel products, does the scope 3 target cover the use of sold products? What portion of this category is covered?** | Yes ☐ No ☐N/A ☐Use of sold products covered (%): |
| 1. **SUPPORTING DOCUMENTATION**
 |
| **5.1. Provide a list and briefly describe any background information submitted with this form.** |
|  |
| **5.2. Please explain any discrepancies between supporting documents and/or other publicly available data.** |
|  |
| 1. **OTHER INFORMATION/COMMENTS**
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# Target Submission Form Guidance

## General guidance

*Use of this guidance*

Please read this document carefully before completing the target submission form. Following these guidelines will make the target validation process more efficient by ensuring that our technical team has all the information needed to review your targets. Where relevant, this document provides references to additional guidance, such as specific chapters of the Greenhouse Gas Protocol Corporate Standard. The references provided are not exhaustive and companies are encouraged to look at additional guidance, where needed, that is not referenced in this document.

*Completeness of the form*

Please answer all questions unless they are not applicable. If a question is not applicable, write “N/A”.

*Veracity of the information*

Companies should enter only true and accurate information and complete the form to the best of their knowledge. The person giving sign off does not have to do so physically but should just enter his/her name in the space provided.

## Guidance for specific questions

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| **SUBMISSION FORM QUESTION** | **GUIDANCE** |
| 1. **VALIDATION REQUESTED**
 |
| **1.1. Do you want to select the new target validation service that provides you with in depth-feedback and faster turnaround time?** | Please select yes if you wish to opt for the new target validation service. This is an enhanced payed-for-service through which you will benefit from a faster review timeframe and in-depth feedback on target submissions. The new service is expected to be available in October 2018 (exact date TBD and to be announced in on the SBTi website). Until it is available, please select N/A. For further information on the benefits and costs of the new target validation service, please refer to [the FAQs Section E](https://sciencebasedtargets.org/faq/).Note that the cost of the new target validation service (4950 USD + applicable VAT) includes two rounds of target assessments and deliverables. If you opt for the new service, specify whether this is your first or second assessment under the new service. The resubmission price, which includes only one round of assessment, is available to 1) companies who have already gone through the new service at least once or 2) companies who have been approved through a preliminary validation under the current free service and 3) Companies that have already an approved target by the SBTi that need to update it. |
| **1.2. Please select the validation type requested** | Please select whether you are requesting a preliminary validation or an official validation for your targets. To understand the difference between these services please refer to the [SBTi Call to Action Guidelines](http://sciencebasedtargets.org/wp-content/uploads/2017/03/SBTi-C2A-Guidelines-March-15-2017.pdf) section preliminary vs. official validations.Note for CDP responders: for this target validation to count for CDP scoring, you must select official validation. |
| **1.3. If a preliminary validation is requested, please specify for which scopes you are requesting validation** | Preliminary validations can be delivered for certain specific scopes or for all scopes. For example, if your company only has scope 1 and 2 targets so far and would like to get feedback on those before setting a scope 3 target, you should select Scopes 1 and 2 only. If you are requesting an official validation, please select N/A since all scopes will be assessed. |
|  **2. GENERAL INFORMATION** |
| **2.1. Company name**  | Company name as you want it to be publicly displayed on the SBTi and its partner’s websites as well as in other communication materials. If you are using your company’s legal designation, please take note to make sure that the spelling, capitalization and punctuation of your company name is correct. If you are a CDP Responder and the name differs from how it appears in your CDP questionnaire response, please indicate how it differs. |
| **2.2. Technical contact (name, title and e-mail)** | Name, job title and e-mail of the person responsible for technical matters related to science-based targets within your company. This person will be the primary contact for our technical team. More than one contact may be listed if relevant, but please indicate who should be the primary contact. |
| **2.3. Communications contact (name, title and e-mail)** | Name, job title and e-mail of the person responsible for communications matters related to science-based targets within your company. If your company’s targets are approved, this person will be contacted by the SBTi communications team to coordinate the publication of the targets. You can list more than one contact if relevant, but please indicate who should be the primary contact. |
| **2.4. Headquarters location (city and country)** | City and country where your headquarters are located. |
| **2.5. Sector(s) the company operates in** | Please list the main sector(s) your company operates in. No specific classification system is prescribed here, but if possible, we recommend the use of the [GRI classification.](https://www.globalreporting.org/resourcelibrary/Business%20Activity%20Groups.pdf) If your company is involved in multiple sectors, please estimate the percentage of activity in each sector. If your company is a REIT, please specify if it is an equity REIT or a mortgage REIT.Note that the SBTi cannot *officially* validate or approve certain sector’s targets due to lack of methodology available to set scope 3 targets. For further information, please check the [SBTi Call to Action Guidelines](http://sciencebasedtargets.org/wp-content/uploads/2017/03/SBTi-C2A-Guidelines-March-15-2017.pdf). |
| **2.6. Company general description** | Please briefly describe the main operations and structure of your company. |
| **2.7. Is your company a subsidiary of a larger holding company that has set science-based targets (SBTs) or is planning to do so?** **If so, please indicate its name.** | If your company is a subsidiary of a larger holding company that has its targets approved by the SBTi or is planning to submit their targets for approval, please select yes and indicate the name of the company and a short description of the relationship between the companies. This is for the SBTi to be able to track total emissions covered under the initiative without double counting.  |
| **2.8. Does your company have a subsidiary that has already set SBTs, or is planning to do so?** **If so, please indicate its name.** | If your company is a holding company with subsidiaries that have targets approved by the SBTi or are planning to submit their targets for approval, please select yes and indicate the names of those subsidiaries. This is for the SBTi to be able to track total emissions covered under the initiative without double counting.  |
| **2.9. Is the company a responder for the CDP 2019 Investor Climate Change Questionnaire?** | If your company has responded or intends to respond to the CDP 2019 Investor Climate Change Questionnaire, select yes. If your company has also responded to that questionnaire in the past, please attach the responses for your targets’ base year and the most recent response together with your submission, if available. Whenever possible, the information provided in this form should be consistent with the relevant information in your CDP Questionnaire Response. If there are any significant inconsistencies, please explain them in Section 5.2.  |
| **2.10. Have you paid any of the SBTi partners (CDP, UN Global Compact, WRI, WWF) to receive technical advice to model your targets?****If yes, state which partner(s) and describe the support you received.** |  You should only consider payments made to any of the partners (CDP, UN Global Compact, WRI or WWF) in exchange of technical advice, support or guidance to develop science-based targets or evaluate targets against the SBTi criteria other than payments for the new target validation service (see [FAQs Section E](https://sciencebasedtargets.org/faq/)). If you selected “Yes”, please state which partner(s) you obtained the service from, and the nature/scope of the service. This information is requested in order to prevent conflicts of interest when assigning members of our technical team to review targets.  |
| **2.11. Name and contact of consultancy hired to develop targets, if any.** | If you hired a consultancy to develop or support the development of the targets submitted in this form, provide the name of the consultancy and a contact (name, e-mail, job title) within the consultancy, if possible.The SBTi is collecting this information in order to engage with consultancies that are working on science-based targets and cross-promote events related to this topic as well as to ensure that we are able to avoid any potential conflicts of interest. |
| **3. GHG INVENTORY** |
| **3.1. Does your inventory follow the GHG Protocol Corporate Standard?****If not, list and explain any deviation from its requirements.** | Indicate if your inventory is in accordance with the [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard). Please indicate any deviation from the standard with reference to the chapter and page in question as well as the justification for why the standard was not followed. |
| **3.2. Confirm that your company will follow the GHG Protocol Corporate Standard guidelines for inventory recalculation and the SBTi Guidelines for target recalculation as needed to reflect significant changes.** | The SBTi requires companies’ inventory and accounting practices to be in line with the GHG Protocol Corporate Standard. This includes the guidelines indicating when a company should recalculate their base year and update their target. The detailed guidelines can be found in Chapter 5 of the [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard) and in [the SBTi Criteria](https://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf) (Section 7 on Recalculation). Please confirm that you will adhere to these guidelines, even after the target is approved. |
| **3.3. State the consolidation approach used to calculate your GHG inventory and why it was chosen.** | State whether you used the equity share or the control approach for your GHG inventory. If you used a control approach, state whether it was an operational or financial control approach. For more information on this please refer to Chapter 3 ‘Setting Organizational Boundaries’ of [the GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard). |
| **3.4. Describe the primary operations and activities that account for emissions in scopes 1 and 2.** | For scopes 1 and 2, please describe the primary activities of your company that are included in the inventory. If your company operates in different sectors, specify the activities for each.For more information on emissions scopes, refer to Chapter 4 ‘Setting Operational Boundaries’ of [the GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard). |
| **3.5. Describe and justify any exclusions from the inventory.**  | Please list any exclusions made from the inventory that should be within the consolidation boundary you used per the GHG Protocol (*Question 3.3*). For each type of exclusion listed (greenhouse gases, facilities, activities, geographies, operations, and/or others), describe the exclusion(s), if any, and provide a justification (e.g. emissions from this gas are below the significance threshold). Note that not being able to measure a gas that is significant is not a valid justification.For greenhouse gases: select the ones that were excludedfrom the inventory and provide an explanation. The [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard) requires seven gases to be included in inventories: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulfur hexafluoride (SF6) and nitrogen trifluoride (NF3). Additional information on the accounting amendment that requires NF3 to be included in GHG inventories can be found [here.](http://www.ghgprotocol.org/blog/accounting-amendment-nf3-now-required-ghg-inventories)Examples of excluded sources could be emissions from operations in a particular country or from very small facilities making it difficult to gather data. For more information on ensuring the completeness and transparency of your GHG inventory, please refer to the [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard), in particular to Chapter 1 ‘GHG Accounting and Reporting Principles’, Chapter 3 ‘Setting Organizational Boundaries’ and Chapter 4 ‘Setting Operational Boundaries.’  |
| **3.6. How much of scopes 1 and 2 emissions do the exclusions mentioned in question 3.5 represent? Estimate the percentage for each scope.**  | For scopes 1 and 2, estimate the % of emissions excluded considering the sum of exclusions stated in question 3.5. Note that according to SBTi criteria, companies may exclude up to 5% of scope 1 and scope 2 emissions combined in their inventory and target. |
| **3.7. Has the company completed a scope 3 screening and/or inventory of all relevant categories?**  | State whether your company has completed either a scope 3 screening or an inventory. If yes, specify whether it was a screening or an inventory. A scope 3 screening is a high-level evaluation to estimate the scope 3 emissions categories that are relevant to your company and indicate which ones are expected to be most significant. The SBTi encourages companies to develop scope 3 inventories, but a screening is the first and minimum step a company should complete. The GHG Protocol, in collaboration with Quantis, have released a free scope 3 screening tool, The Scope 3 [Evaluator](https://quantis-suite.com/Scope-3-Evaluator/). This tool asks a number of relatively simple questions and can be used by companies of all sizes and all sectors. For more information on scope 3 emissions inventory and screening, refer to the [Corporate Value Chain (Scope 3) Accounting and Reporting Standard](http://www.ghgprotocol.org/standards/scope-3-standard).  |
| **3.8. Does your company use and/or produce bioenergy (biofuels and/or biomass)?** | Please select yes if your company uses and/or produces bioenergy (biofuels and/or biomass) defined by IEA\*. Consider both the base year and the most recent year. \*Bioenergy is energy generated from the conversion of solid, liquid and gaseous products derived from biomass. Biomass is any organic matter, i.e. biological material, available on a renewable basis. Includes feedstock derived from animals or plants, such as wood and agricultural crops, and organic waste from municipal and industrial sources. |
| **3.9. Is your company involved in activities that result in GHG removals associated with biogenic sources?** | Please select yes if your company’s activities in your direct operations and/or in your value chain have an impact on sequestered carbon. Consider carbon sequestration in above ground biomass, below ground biomass, and biomass-based products. Consider both the base year and the most recent year. This is particularly relevant for companies in biomass-based industries. For further information on sequestered atmospheric carbon and accounting guidelines, please refer to the [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard) Appendix B. |
| **3.10. Please specify the base year and most recent year used in Table 1. If different for different Scopes, specify for each scope.** | State which base year the information in the white section of Table 1 refers to. For scope 3, if the same base year information is not available, you may use a different year, though the same base year for all scopes is preferred.State which year the information in the grey section of Table 1 refers to. This should be the most recent year for which complete GHG emissions inventory data is available, if possible 2017. If the data is from different years for different scopes, specify for each. If the base year and the most recent year are the same, write N/A. |
| **3.11. Table 1: GHG emissions inventory table for the base year and the most recent year (2017, if available)** |
| **General guidance:**For each of the scopes, fill out the table with information from your inventory for the base year in the white section and for the most recent year in the grey section. For the most recent year, if data is available for 2017 then please enter it here. If the base year and the most recent year are the same, complete only the white section of the table.**Scope 1 and 2 sections**: * **Activity amount and units:** Provide your company’s activity level (amount) in the year of the inventory and specify the units used. The units used should be the same for the base year and the most recent year data. If you included an intensity target under Section 4, use the same activity indicator here if possible. Examples of activity indicators can be found on Table 2. ‘Sector Classification and Activity Indicators’ of the [Sectoral Decarbonization Approach Methodology](http://sciencebasedtargets.org/wp-content/uploads/2015/05/Sectoral-Decarbonization-Approach-Report.pdf).
* **Estimated change in activity from base to target year (%)**: Estimate the percentage change in activity in the target year as compared to the base year. A positive percent indicates an increase in activity, a negative percent indicates a decrease.
* **Emissions (tCO2e):** List the amount of emissions in metric tonnes of CO2e (tCO2e) for the relevant year.
* **Percentage of emissions (%):** For each scope, write the percentage of emissions per the sum of scopes 1, 2 and 3 for the relevant year.

**Scope 3 section:*** **Emissions (tCO2e):** List the amount of emissions in metric tonnes of CO2e (tCO2e) for the relevant year

for each of the 15 categories and for scope 3 total. A justification should be given for all categories for which no emissions estimate is provided. For categories not relevant, write “not relevant” and provide a brief justification. For categories which are relevant but not yet calculated, write “relevant, not yet calculated” and provide a brief justification. For additional guidance on scope 3 emissions, including the description of the 15 categories, refer to the [Corporate Value Chain (Scope 3) Accounting and Reporting Standard](http://www.ghgprotocol.org/standards/scope-3-standard) and in particular to Chapter 5 ‘Identifying Scope 3 Emissions.’ Deviations from your CDP response or other public data should be noted in section 5.2. |
| * **Percentage of emissions (%):** For each scope 3 category, write the percentage of emissions per the total of scope 3 emissions. The sum of all the scope 3 categories for this column should add up to 100%. For the ‘Scope 3 Total’ row, write the percentage of emissions for scope 3 per the sum of all scopes for the relevant year.

**Section on bioenergy/biomass and biogenic removals:*** **Direct emissions from combustion of biofuels and biomass (tCO2eq):** As indicated by the[GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard)**,** direct CO2 emissions from the combustion of biomass shall not be included in scope 1 but reported separately. If you answered yes to question 3.8., please provide an estimate of the direct CO2 emissions from biofuels and biomass combustion related to your company in this field. CH4 emissions associated with biofuels and biomass combustion should be reported under scopes 1 or 2 as relevant.
* **GHG removals from biogenic sources (tCO2eq):** As indicated by the [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard), carbon removals from biogenic sources should be reported separately from the scopes. If you answered yes to question 3.9., please provide an estimate of the GHG removals associated to your company in this field. You may consider carbon sequestration in above ground biomass, below ground biomass, and biomass-based products. The [GHG Protocol Corporate Standard](http://www.ghgprotocol.org/standards/corporate-standard) Annex B provides limited guidance on how to account for these removals, which you can refer to. As there is no consensus method yet on how to account for these removals, you should disclose the method used to estimate these emissions in Question 3.13.
 |
| **3.12. Which method is used to report scope 2 emissions in Table 1?** | State whether the scope 2 emissions data disclosed in Table 1 was calculated using the location-based or the market-based method. For more information on this please refer to Chapter 4 ‘Scope 2 Accounting Methods’ of [the](http://www.ghgprotocol.org/standards/corporate-standard) [GHG Protocol Scope 2 Guidance](http://www.ghgprotocol.org/scope_2_guidance). Note that companies should be consistent in the Method they used to calculate Scope 2 emissions for the base year and the methods they plan to use to track performance against their target. Note as well that if you have included a Renewable Energy (RE) Procurement target in your submission, you should report market-based scope 2 emissions. |
| **3.13. Methodology to estimate** **emissions from biofuels/biomass** **combustion and/or GHG****removals from biogenic sources (if****any)** | If you answered yes to question 3.8 and/or 3.9., describe here the accounting method used to estimate the emissions and/or removals included in Table 1. Please include explanation on the sources and removals considered, the emissions factors used and any other relevant information. If you answered no to question 3.8 and 3.9, write N/A. |
| **3.14. If submitting a renewable energy target, please specify the share of electricity consumption from RE in the base year, most recent year and target year (in %).** | As indicated by the SBTi criteria C12, targets to source renewable electricity at a rate that is consistent with 2°C scenarios are an acceptable alternative to scope 2 emission reduction targets. If you are including a RE procurement target in section 4, please provide your company’s share of renewable electricity consumption in the base year, the most recent year and the expected share in the target year. If you don’t have a RE procurement target, write N/A. |
| **3.15. If submitting a renewable energy target, please specify the electricity intensity in the base year, most recent year and target year (gCO2/kWh).** | If you are including a RE procurement target in section 4, please provide your company’s electricity intensity (gCO2/kWh) in the base year, in the most recent year and the expected intensity in the target year. If you don’t have a RE procurement target, write N/A. |
| **4. TARGET(S)** |
| **All target(s)** |
| **4.1. Proposed target(s) wording** | Please suggest wording to describe your target(s) for publication on the SBTi website. Examples can be found [here](http://sciencebasedtargets.org/companies-taking-action/). For percent-based emission reduction targets (absolute or intensity) and supplier engagement targets, please use the templates provided in the submission form. For additional guidance and wordings for other types of targets, please refer to the target language guidance at the end of this document and make sure that your suggested wording complies with those guidelines. **The SBTi will not approve targets that do not comply with the language templates and guidance.** Following the guidelines on the target wording will speed-up the validation process and reduce number of queries needed. |
| **4.2. Table 2: Proposed Absolute and Intensity Targets** |
| **General guidance:**List in this table the percent-based emission reduction targets (absolute or intensity) only, one target per row. Enter additional rows if necessary - however, note that you can only submit a maximum of 4 targets between Table 2 and 3 combined. For information on the difference between percent-based emission reduction targets and other type of targets, refer to our [Draft Science-based Target Setting Manual](http://sciencebasedtargets.org/wp-content/uploads/2016/10/SBT-Manual-Draft.pdf) p.41. For detailed guidance on absolute and intensity targets, refer to Section ‘Comparing Absolute and Intensity Targets’ under ‘3.2. Method parameters’. **For all targets:*** **Target ID:** Number each target to identify them as needed throughout the form using “Abs” for absolute targets and “Int” for intensity targets as relevant. For example, if you have two absolute targets and one intensity your targets ID should be: Abs1, Abs2 and Int1.
* **Scope(s):** Identify which scope(s) the target covers (1, 2, and/or 3). Targets that combine scopes (e.g. 1+2 or 1+2+3) are permitted. However, please note that if you have a combined S1+S2+S3 target, it is required that you enter the information for the S1+S2 portion of that target in a separate row, but using the same target ID for assessment purposes. This is required so that the SBTi has enough information to ensure that your combined target meets the criterion *C10 - Combined scope targets*, that is that the S1 and S2 portion of the target is in line with science (please see [SBTi criteria](http://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf)).
* **Percentage of emissions excluded from target boundary:** If the target excludes certain emissions, estimate the percentage (%) of total emissions those exclusions represent.
* **Percent change from base year:** Indicate the percent change (%) to be accomplished by the target in the target year compared to the base year. A positive percent indicates an increase in emissions, a negative percent a decrease. For example, if your target is to reduce your emissions by 30,000 metric tonnes CO2e and your base year emissions were 150,000 metric tonnes CO2e, you should enter “-20%” in this column.
* **Base year:** Indicate the base year for the target. The SBTi recommends choosing the most recent year for which data complete are available as the target base year.
* **Target year:** Indicate the target year. As indicated by the [SBTi criteria](http://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf) *C5 - Base and target years* and *C15 - Scope 3 Timeframe*, all targets must cover a minimum of 5 years and a maximum of 15 years from the date the target is submitted to the SBTi for an official validation.
 |
| * **Progress on target to date:** For each target, if the progress to achieve the target has already started, indicate how much progress has been made to date as a percentage of total reductions by the most recent year, not the percentage of emissions reductions target that have already been completed. For instance, if a company’s target is to reduce absolute emissions by 25% and it has already reduced these emissions by 10% by the time of submission (in most recent year), then it has already achieved 40% of its target. In this hypothetical scenario, the company should disclose 10% emission reductions as progress on target to date.

**For intensity targets:*** **Metric**: Indicate the metric used for intensity targets e.g., per ton product produced, per square meter or per value added.
* **Percent change in absolute emissions for each scope (%):** Estimate the percent of change in absolute emissions the intensity target will lead to. It could be a positive % (increase in emissions), or a negative % (decrease in emissions).
 |
| **4.3. Table 3: Other Proposed Targets** |
| List in this table other type of targets that are not percent-based emission reduction targets (absolute or intensity) (e.g. supplier engagement targets or targets to source renewable energy) that you want to submit to the SBTi for approval. Enter additional rows if necessary, however, note that you can only submit a maximum of 4 targets between Table 2 and 3 combined.* **Target ID:** Number each target to identify them as needed throughout the form using “O1”, “O2”, etc. For example, if you have one supplier engagement target and one performance-based target, your targets ID should be: O1 and O2 respectively.
* **Scope(s):** Identify which scope(s) the target covers (1, 2, and/or 3). Targets that combine scopes (e.g. 1+2 or 1+2+3) are permitted.
* **Percentage of emissions excluded from target boundary:** If the target excludes certain emissions, estimate the percentage (%) of total emissions those exclusions represent.
* **KPI (Metric):** Enter the metric used in your target. For example, if your target is to have 70% of suppliers set science-based targets by 2025, your metric is “Percentage of suppliers with science-based targets”. If you are submitting a RE procurement target, your KPI should be “% share of electricity actively sourced from RE”.
* **KPI in Base year:** Enter the KPI value in the base year. For example, if your target is to have 70% of suppliers set science-based targets by 2025 and in the base year only 5% had a science-based target, enter 5%. Provide an estimate if the exact value is not available.
* **KPI in Target year:** Enter the KPI value you are committing to achieve in the target year. For example, if your target is to have 70% of suppliers set science-based targets by 2025, enter 70%.
* **Base year:** Indicate the base year for the target. The SBTi recommends choosing the most recent year for which data are available as the target base year.
* **Target year:** Indicate the target year. Refer to the [SBTi criteria](http://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf) *C5 - Base and target years* and *C15 - Scope 3 Timeframe*, and *C16.1 - Supplier engagement targets* for guidelines on acceptable timeframes for different targets.
* **Progress on target to date:** For each target, if the progress to achieve it has already started, indicate how much of the target has been accomplished to date as a percentage of total reductions, not the percentage of emissions that have already been completed.
 |
| **4.4. Percent of electricity consumption covered by RE procurement target, if any.** | If you have a RE procurement target, please specify the % of total electricity consumption of the company that the target covers.  |
| **4.5. Methods and/or tools used to set targets, if any. Specify the version number (or issue date) if available.** | If you used a method and/or tool to develop or verify your targets’ ambition, state in the table the target ID, the method(s) and/or tool(s) and specify which version was used or the issue date if available.Add as many rows as needed. If only certain scope(s) of the target were verified, state which ones. Please attach copies of the tool results that you obtained.As a reference, the latest version numbers for the SDA tool and method as of February 16th, 2018 are listed in the table below.

|  |  |  |
| --- | --- | --- |
| **Method/Tool** | **Version number** | **Issue date** |
| SDA Tool | V8 | 02/27/2017[[1]](#footnote-1) |
| SDA Methodology | V1 | May 2015 |

If you used the SDA method, please also specify which sector you used.For version numbers of the SDA tool: The name of the excel file you used should indicate the version number. For example, you might have used the SDA Tool V8 which uses ETP 2016 or the SDA Tool V7 which uses ETP 2015 data. |
| **4.6. Do the targets cover all seven GHGs (CO2, CH4, N2O, HFC, PFC, HF6, NF3) when relevant? If not, specify and justify exclusions.** | Indicate if your targets cover all seven GHGs: carbon dioxide (CO2), methane (CH4), nitrous oxide (N2O), hydrofluorocarbons (HFC), perfluorocarbons (PFC), sulfur hexafluoride (SF6) and nitrogen trifluoride (NF3). If not, select which ones are not covered and provide a justification (e.g. emissions from this gas are insignificant). Note that not being able to measure a gas that is significant is not a valid justification. |
| **4.7. If your reported biomass/biofuels emissions and/or biogenic removals in Table 1, please confirm if those are included within the target(s) boundary.** | As per the [SBTi criteria](https://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf) C4 on Bioenergy accounting, if you reported emissions from bioenergy and/or removals from biogenic sources in Table 1, those should be included in the target boundary. If your targets are approved, you should also track those emissions and removals throughout the target period.  |
| **4.8. If a parent or subsidiary has or will set a SBT (see questions 2.7 and 2.8), please describe to what extent the parent company’s target covers the target of the subsidiary.** | Answer only if Question 2.7 or 2.8 are relevant for your company. Indicate whether the parent company’s target(s) includes or excludes the target(s) of the subsidiary and any differences between the targets i.e. in terms of ambition. Please use the targets IDs if needed. |
| **4.9. Are offsets being counted as progress toward the target(s)?** | If any of the proposed targets uses offsets towards its progress, indicate yes and specify which one(s) with the target ID number. Carbon offsetting refers to the practice of purchasing carbon credits in order to compensate for the GHG emissions generated by the entity purchasing the credits. Please note that the use of offsets is not counted as reductions toward the progress of companies’ science-based targets. The SBTi requires that companies set targets based on emission reductions through direct action within their own boundaries or their value chains. Offsets may be useful, however,as an option for companies wishing to finance additional emission reductions beyond the SBT. |
| **4.10. How will the company report annual company-wide GHG emissions and progress against their targets if they are approved by the SBTi?** | Indicate where and how frequently your company commits to publicly reporting its company-wide GHG emissions inventory and progress against their targets. Examples include annual reports, sustainability reports, the company’s website, and/or CDP’s annual questionnaire.  |
| **4.11. Which method will the company use to track its performance towards its scope 2 target?** | State whether you plan to use the location-based or the market-based method to calculate your scope 2 emissions in future inventories and track progress towards your scope 2 target(s). If you plan to set two scope 2 targets, one for the market-based approach and one for the location-based approach, please specify the method for each target using the Target ID. For more information on this please refer to Chapter 4 ‘Scope 2 Accounting Methods’ of [the](http://www.ghgprotocol.org/standards/corporate-standard) [GHG Protocol Scope 2 Guidance](http://www.ghgprotocol.org/scope_2_guidance). |

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| --- |
| **Scope 3 target(s)** |
| Answer these questions only for the target(s) that cover scope 3 emissions. |
| **4.12. Describe the GHG boundary of the scope 3 targets.** | Estimate the % of total scope 3 emissions that are covered by all the scope 3 target(s) combined. In the table, for each of the 15 categories, estimate the % of emissions from that category that is covered by *all the Scope 3 target(s) combined*. If needed, explain any assumptions made in estimating the boundary coverage. For guidance on the 15 categories, refer to the Corporate [Value Chain (Scope 3) Accounting and Reporting Standard and in par](http://www.ghgprotocol.org/standards/scope-3-standard)ticular to Chapter 5 ‘Identifying Scope 3 Emissions.’ |
| **4.13. Please explain how your proposed scope 3 emission reduction targets address the main sources of GHG emissions and demonstrate why these targets are ambitious (e.g. how they are in line with criteria C16).** | Answer this question only if you have set scope 3 emission reduction targets. If not, write N/A. For each of the Scope 3 emission reduction targets set, state how they meet the [SBTi criteria](https://sciencebasedtargets.org/wp-content/uploads/2017/02/SBTi-criteria.pdf) C16. For example, if they are absolute or intensity targets in line with a 2C pathway, state against which pathway. If they are intensity targets which do not result in absolute growth of emissions, please explain the assumptions used for those calculations and include an estimate of your company’s compounded annual growth rate. |
| **4.14. Scope 3 emissions covered by supplier engagement target(s), if applicable.** | Answer this question only if you have set scope 3 supplier engagement targets. If not, write N/A. State whether you will ask your suppliers to set Scope 1 and 2 targets or Scope 1, 2 and 3 targets.  |
| **4.15. Do any of the targets cover avoided emissions?** | Indicate whether your scope 3 target(s) include avoided emissions. If the answer varies among different scope 3 targets, specify for each one using the target IDs.Avoided emissions are emission reductions that occur outside of a product’s life cycle or value chain, but as a result of the use of that product. Examples of products (goods and services) that avoid emissions include low-temperature detergents, fuel-saving tires, energy-efficient ball-bearings, and teleconferencing services. Other terms used to describe avoided emissions include climate positive, net-positive accounting, and scope 4. Avoided emissions fall under a separate accounting system from corporate inventories and do not count toward science-based targets. |
| **4.16. If your company is an electricity-generating company that distributes natural gas or other fossil fuel products, does the scope 3 target cover the use of sold products? What portion of this category is covered?** | Answer if your company is an electricity-generating company that distributes natural gas or other fossil fuel products. Indicate whether your scope 3 target addresses emissions from category 11 – Use of sold products, and if so, which % of the category it covers. For more information on that category, please refer to the [Corporate Value Chain (Scope 3) Accounting and Reporting Standard](http://www.ghgprotocol.org/standards/scope-3-standard) and in particular to Chapter 5 ‘Identifying Scope 3 Emissions.’ |
| **5. SUPPORTING DOCUMENTATION** |
| **5.1. Provide a list and briefly describe any background information submitted with this form.** |
| List any documentation submitted with this form. Companies may submit supporting documentation if it is directly related to the information requested. Indicate the specific page numbers, figures or text that is being referred to in accompanying documents within the submission form. If relevant, please include: Copies of tool(s) used to develop your targets and CDP climate change questionnaire responses for the base year and the most recent response.Examples of other supporting documentation to include if deemed relevant: calculations used to develop the targets, sustainability plans, etc. |
| **5.2. Please explain any discrepancies between supporting documents and/or other publicly available data.** |
| During the target validation process, the SBTi team may cross-check information between submitted documentation and other information publicly available. If there are discrepancies between different supporting documents submitted with this form and/or other public available data (for example, if emissions data reported in this form differs from the data disclosed in the CDP climate change questionnaire or in a sustainability report), state which discrepancies exist and explain it in this section. |
| **6. OTHER INFORMATION/COMMENTS** |
| Please provide any additional information you consider pertinent to your target validation. |
|

## Target language guidance

**The SBTi requires companies to follow specific guidelines for targets wording and will not approve those that do not follow them**. What may appear to be minor nuances may actually significantly alter the target’s intention.

To facilitate and avoid delays during the validation process, please use 1) the templates provided below whenever possible and 2) follow the guidelines below carefully whenever relevant. The SBTi will be in touch during the validation process if further changes to the target wording are required.

***Templates to use:***

* **Absolute targets:** [Company name] *commits to reduce absolute [enter scopes] GHG emissions [percent reduction] % by [target year] from a [base year] base-year.*
* **Intensity targets:** [Company name] *commits to reduce [enter scopes] GHG emissions [percent reduction] % per [unit] by [target year] from a [base year] base-year.*
* **Supplier engagement targets:** [*Company name*] *commits that [percent] % of its suppliers [by spend/by emissions] covering [name categories], will set science-based [enter Scopes] targets by [target year].*
* **RE procurement targets:** *[Company name] commits to increase active sourcing of renewable electricity by [percent]% between by [target year] from a [base year] base-year.*

***General guidelines:***

* The wording must be as concise and clear as possible.
* Only targets that have been assessed and approved by the SBTi can be included in the target wording.  Target wordings shall not include, for example, measures the company will implement to achieve the percent reduction or strategies to implement a supplier engagement target.
* Long-term targets (beyond 15 years from the date of submission and up to 2050) can be included in the target wording only if they were assessed and approved by the SBTi.
* All target wordings must reference the base and target years in the following way:  "*by [target year] from a [base year] base-year."*
* If the company has emissions from bioenergy and/or removals from biogenic sources, the wording must include an asterix that says "\**The target boundary includes bioenergy emissions and removals from biogenic sources."*
* The targets may be preceded by a brief description of the company’s sector. For example, “Multinational/*[country n*ame] [sector] company [company name] commits to….”
* The wording shall not specify regional or country specifications related to the boundary coverage. For example “covering only US operations”.

***For percent-based emission reduction targets:***

* The wording must refer to *"GHG emissions"* whenever targets cover all relevant GHGs, instead of only CO2 or another term.
* The wording must specify if targets are absolute or intensity. For intensity targets, it is recommended as best practice to express their reductions in absolute terms in the target wording. In any case, for all intensity targets the wording must specify any units used.
* The wording must specify the scopes the targets cover, and for targets covering scope 3, the name of the categories covered. For example:
* *“Company A commits to reduce absolute scope 3 GHG emissions from purchased goods and services and use of sold products 30% by 2030 from a 2017 base-year.”*

***For supplier engagement targets:***

* The wording must specify the % of suppliers by spend and/or by emissions covered by the target (as a portion of all the categories covered by the target), and the upstream categories covered by the target.
* The wording must specify a target year up to 5 years from when the target is submitted.
* The wording must use *"[Company X] commits that [X%] of its suppliers by spend/emissions will set SBTs*" rather than "*engages*" or *"works towards".*
* The wording must specify that suppliers will set *"SBTs*" rather than any other type of target, and it is recommended to also include for which scopes they will be asked to set SBTs.

***For RE procurement targets:***

* The wording must specify that the company will be “actively sourcing” renewable electricity rather than just “sourcing”.
* The wording must specify a target year up from 5 to 15 years from when the target is submitted.

# Document History

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| --- | --- | --- | --- |
| Version | Change/update description | Date finalized | Effective Dates |
| 1.1 | Original version of the Target check form | May 2015 | May 2015 to 15 April 2017 |
| 2.0 | Target submission form with updated structure  | February 2017 | February 2017 to 15 April 2017 |
| 2.1 | Updated version to reflect changes in the SBTi criteria and recommendations.  | April 2017 | April 16, 2017 to February 16 2018 |
| 2.2 | Updated version to add further guidance to the targets tables, the target language and other minor changes.  | February 16 2018 | From February 16 2018 |
| 2.3 | Updated to reflect changes in the SBTi criteria and recommendations and in the target validation service, as well as additional target language guidance. Merged with Submission Form Guidance. | October 20th 2018 | From October 20th 2018 |

1. This implies that V7 of the SDA tool is only valid for submissions received by 8/27/2017. [↑](#footnote-ref-1)