



Frequently Asked Questions

1. WHY SHOULD I PARTICIPATE IN AIRPORT CARBON ACCREDITATION?

- Raise profile and credibility
- Minimise exposure to climate change risks
- Give substance to policy decisions
- Secure a license to grow
- Achieve financial rewards and reduce costs

2. WILL THE INFORMATION I SUBMIT BE PUBLICALLY AVAILABLE?

No. All data that is provided to the scheme administrator will remain confidential.

3. HOW WILL THE INFORMATION SUBMITTED BE USED?

The scheme administrator will compile aggregated data for annual reporting to ACI EUROPE and the independent Advisory Board of *Airport Carbon Accreditation*.

4. HOW MUCH DOES IT COST TO PARTICIPATE IN THE SCHEME?

The cost of participation varies depending on the size of the airport and the level at which you wish to participate. Details of the pricing structure can be found at the back of the Application Assessment Document. In addition, for mid-year applicants the participation fee is calculated on a pro-rata basis. If this is the case, please contact the helpdesk and we will advise you of the correct participation fee.

APPLICATION QUESTIONS

1. IS THERE A DEADLINE FOR APPLICATIONS TO THE SCHEME?

Airport Carbon Accreditation runs from May to May each year, but there is no deadline for application. Participation fees for part-year participants will be calculated on a pro-rata basis. If you have any specific questions about participation fees for your airport, please call the helpdesk and we will advise you accordingly.

2. HOW LONG DOES IT TAKE TO BECOME ACCREDITED, ONCE AN APPLICATION HAS BEEN SUBMITTED?

WSP Environment and Energy aim to process each application once payment of the participation fee has been received from the airport. Once payment is received, applicants will be advised within approximately one week whether their application has been successful, and if so the relevant certification will be issued. If not, airports will be advised of any defects (i.e. missing information), and given the opportunity to provide it. There is no time limit for this, however airports would be encouraged to do so as quickly as possible.

SCHEME VERIFICATION

1. WHAT DO I HAVE TO DO TO GET MY CARBON FOOTPRINT VERIFIED?

Participating airports are required to submit a verified carbon footprint under all different levels of *Airport Carbon Accreditation*, as detailed in section 9 of the guidance document. To ensure the independence of this process WSP are currently unable to recommend specific organisations that are able to do this work. Further guidance on this matter is in development; however the following types of organisations are likely to have this capability:

- Nationally Accredited Organisations (e.g. UKAS, ASCBe)
- Reputable Environmental Consultancies
- Reputable Accountancy Firms

If an airport already retains an organisation for other reporting purposes (for example annual financial reporting or ISO14001/EMAS certification) then they should also be able to verify the carbon footprint. It should be noted however that the verification body should not have been involved in the preparation of the footprint.

2. CAN WSP DO THE VERIFICATION OF THE CARBON FOOTPRINT OR THE DOCUMENTS?

WSP are not able to do the verification of the carbon footprint or the documents, as this must be carried out by an independent third party.

3. WHAT IF I DO NOT HAVE THE RELEVANT INFORMATION AVAILABLE IN ENGLISH?

As detailed in section 2.7 of the application assessment form and section 3.1 of the guidance document, in the event that the supporting documents for the application assessment are NOT in English, participating airports are also required to verify the application assessment form.

PREPARING THE APPLICATION

1. IS IT POSSIBLE TO USE THE OLDER PREVIOUS YEARS (E.G. 2006) FOR THE CARBON FOOTPRINT YEAR?

The guidance document (under section 8.1) details “*the scheme will accept a footprint which was prepared up to 12 months before the date it was submitted so long as it completely meets the minimum requirements of the scheme*”. WSP anticipates that it is possible that airports can use 2006 or 2007 for the first year only. However, if the airport wishes to enter at Level 2 then the airport have to prove that they have made a reduction in carbon emissions from a rolling average of previous years which will mean that the airport have to calculate carbon footprint from additional years.

2. OUR PREVIOUS YEAR'S CARBON FOOTPRINT WAS CALCULATED USING A DIFFERENT METHODOLOGY. IS IT POSSIBLE TO USE THIS TO DEMONSTRATE EMISSIONS REDUCTIONS?

A carbon footprint prepared using an alternative methodology can be used to demonstrate reductions in emissions in the first year of scheme participation provided that an acceptable summary of the differences of the footprint scope (as compared with a footprint prepared in line with the minimum guidance requirements) can be provided. However, in subsequent years, the footprint compared according to the minimum scheme requirements should be used to demonstrate emissions reductions.

3. HOW DO I SELECT THE OPERATIONAL BOUNDARY FOR SCOPE 1 AND 2 EMISSIONS?

As detailed in section 4 of the guidance, all activities that are wholly owned by the airport and/or are carried out for the benefit of the airport should be included within the scope of the footprint. Leased or rented equipment that is under the control of the airport and operated for the sole benefit of the airport should also be included in scope 1 or 2. However, activities that are outsourced to third-party operators are not within the direct control of the airport and should therefore be included within scope 3 of the footprint.

4. SHOULD BUSINESS TRAVEL BE INCLUDED IN THE CARBON FOOTPRINT?

Business travel in company owned or controlled cars (e.g. company cars) is classed as scope 1. Business travel in non-company owned or controlled vehicles such as rental cars, employees cars, trains and commercial planes are covered in scope 3. The guidance document (under section 8.4) provides further detail of the scope 1 and 2 carbon reporting.

5. SHOULD WE INCLUDE ENERGY CONSUMED BY OUR TENANTS OR AIRPORT PARTNERS?

The guidance document (Section 8.4.2 Energy Sold to Third Parties) provides further detail. However in summary, airports that generate energy in combustion plant that it owns (scope 1 emissions) and sells off that generated energy is not allowed to net off the emissions associated with that energy scope 1 emissions. If an airport purchases energy which is included in the airport's scope 2 emissions and resells this to another third party (e.g. tenants or airport partners), the airport is allowed to net off emissions from Scope 2 sources if the energy sale **is metered**.

6. WHAT EMISSION FACTOR SHOULD AIRPORTS USE FOR FIRE FIGHTING EXERCISES?

There does not appear to be a common emission factor for fire fighting exercises as this will be dependent upon the vehicles and foam used.

7. IS THERE SCOPE FOR OFFSETTING EMISSIONS FROM ELECTRICITY PURCHASED FROM THE LOCAL INCINERATOR?

Airports should use the local emission factor from the incinerator for the electricity purchased. Airports should use the local emission factor for the incinerator and use that specific emission factor for calculating the carbon emissions from the electricity purchased from the incinerator. Under the rules of *Airport Carbon Accreditation*, airports should use the local emission factor regardless of whether it has sent waste to this incinerator and purchased energy from this.

9. IS AN AIRPORT GROUP CARBON MANAGEMENT STRATEGY SUFFICIENT TO DEMONSTRATE CARBON MANAGEMENT AT INDIVIDUAL AIRPORTS?

A group carbon management strategy may be sufficient to demonstrate some of the minimum requirements according to the scheme guidance. However, in order to demonstrate reductions in emissions at an airport level, it will be necessary to provide evidence that this strategy is being implemented at airport level.

10. WHAT OFFSETS ARE ACCEPTABLE FOR PARTICIPANTS?

Section 13 of the guidance outlines the types of offset that are permissible for scheme participants. In the event that an airport wishes to use offsets from bespoke projects, information about the specific project should be provided to WSP so that a judgement on their suitability can be made.



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