



SCIENCE
BASED
TARGETS

DRIVING AMBITIOUS CORPORATE CLIMATE ACTION

TARGET PRE-SUBMISSION CHECKLIST

TVT-INF-003 / Version 2.0
DECEMBER 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 Science Based Targets initiative (SBTi) a quick reference to understand if they are ready to submit a full submission form to the SBTi for target validation. This checklist is aimed at assessing readiness for target submission and to support a smooth validation experience and does not replace the requirement for compliance with the latest [SBTi criteria](#).

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. Your company is fully prepared to submit targets to the SBTi for validation if you have marked yes in all the below checkboxes for the eligibility, content and logistics sections.

ELIGIBILITY CHECKLIST

Checklist item	Explanation	Yes	No
Your targets relate to a complete legal entity, not only to the operations in a specific geography or business unit of a larger legal entity.	<i>The SBTi does not assess targets covering only certain geographies or business units.</i>		
Your organization is a public company, private company, or state-owned enterprise.	<i>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).</i>		
Your organization has at least 500 employees.	<i>The SBTi has created a streamlined SME target-setting route for independent, non-subsidiary companies and public sector institutions with fewer than 500 employees. This is the only option</i>		

	<i>available to SMEs. View our SME FAQs for more information.</i>		
<p>Your organization is not involved in exploration, extraction, mining and/or production of oil, natural gas, coal as well as other fossil fuels (irrespective of percentage revenue generated by these activities).</p> <p>Your organization does not derive 50% or more of its revenue from fossil fuels.</p>	<i>Companies in the oil and gas sector cannot yet participate in the target validation process and submit targets to the SBTi for validation.</i>		

CONTENT CHECKLIST

Checklist item	Yes	No
I. GHG Emissions Inventory and Target Boundary		
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.		
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.		
You have completed a scope 1 and 2 emissions inventory, reported in line with the Greenhouse Gas Protocol.		
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.		
II. Method Validity		
You have used the latest version of SBTi criteria, tools, and methods when creating and modelling your target.		
You have consulted any applicable SBTi sector specific guidance when creating and modelling your target.		
III. Emissions Accounting Requirements		

You have indicated if you are using scope 2 market-based or location-based emissions to report and track progress.		
You have a completed scope 3 emissions inventory, reported in line with the Greenhouse Gas Protocol.		
If bioenergy is in use, the relevant GHG accounting practices related to bioenergy accounting have been followed as set out in the SBTi criteria.		
You are not including avoided emissions or planning to use carbon credits/ offsets to achieve your targets.		
IV. Target Formulation		
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 choice of base year is no earlier than 2015.		
Your most recent year inventory is from 2019 at the earliest. Historically, the SBTi has only allowed two years prior as valid most recent year inventories, however, due to the COVID-19 pandemic, the SBTi will accept 2019 inventories in 2022.		
If reporting on a fiscal year basis, you have indicated the start and end date of the fiscal year.		
V. Ambition		
Your company has set near-term scope 1 and 2 targets aligned with the minimum ambition threshold of 1.5°C, using the available acceptable methods.		
If your company's scope 3 emissions exceed 40% of total scope 1, 2 and 3 emissions, a scope 3 target aligned with the minimum ambition threshold of well-below 2°C and using the available acceptable methods, has been set.		
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.		
If you plan to use renewable electricity purchasing to achieve targets, you are using a scope 2 market-based method.		
If you plan to use supplier engagement as a scope 3 target method, you have included the emissions coverage by supplier engagement target as well as a general plan of how your company will engage suppliers.		
VI. General		
You have fully filled out the latest version of the SBTi target submission form, ensuring there are no blanks, and in the sections that are not applicable, have clearly marked "N/A".		

You have fully filled out the latest version of the SBTi target setting tool and have included it with your submission form.		
If your company committed to the Business Ambition for 1.5°C campaign before October 29th, 2021, you have checked that your modelled target is in line with the option you selected in the commitment letter.		

CONTENT CHECKLIST

Checklist item	Yes	No
You have requested a copy of 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 planned sufficient time in 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 Target Submission Form, and an additional few days for reviewing and signing the Terms and Conditions, both of which occur before the 30 business day timeframe begins (or 60 business days for financial institutions). If your company's legal team will require changes to the Terms and Conditions, please plan multiple weeks for this stage of the process.		
<p>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.</p> <p>The SBTi recommends that the company contact is in office or is available to field queries throughout the duration of the target review process, to limit delays in response. An alternative company contact should be provided, should the primary contact be out of office due to holidays or illness.</p>		
You have submitted your target submission via the online Target Validation Booking System for near-term targets. The booking		

<p>system reserves a date for your target validation service to begin and submits your target submission form and any other relevant documents to the SBTi for validation purposes.</p>		
<p>You have noted that the SBTi sets different deadlines throughout the year to guarantee results by a certain date for example, the CDP climate disclosure cycle, Conference of the Parties (COP), and the holiday period deadlines. These are communicated through our newsletter, website and automatic responses. Please note the dates are subject to change and the SBTi experience an increased number of submissions around these deadlines, therefore, we strongly recommend companies submit targets as soon as possible in order to receive their results on time and sign up to the SBTi newsletter to stay up to date with announcements.</p>		

Appendix 1: Document history

Version	Change/update description	Date finalized	Effective Dates
1.0	The first version of the Target Pre-Submission Checklist	April 2021	From April 2021 to July 14, 2022
2.0	Updated to align with SBTi criteria V5.0 and to provide further information and clarification on the target submission process.	December 6, 2021	From July 15, 2022