

# UK ETS Aviation

## Reporting Guide No.1 – Simplified Reporting

### How to complete an emissions report in ETSWAP using the Simplified Reporting procedures.

#### Who is this guide for?

An aircraft operator, with annual emissions of <25,000 tCO<sub>2</sub> based on their UK ETS full scope flights, or with annual emissions of <3,000 tCO<sub>2</sub> from their UK ETS Aviation Activities, and who is electing to by-pass verification by using Eurocontrol Support Facility (ETS-SF) data.

This guide will help you populate key data sections of the emissions report using the data requested from Eurocontrol and to correctly answer the 'Simplified Procedure' section that will determine whether the report can be submitted directly to the regulator.

#### What will you need?

You will need to request your ETS-SF data from Eurocontrol to by-pass the requirement to have your report verified. Your ETSWAP report must be populated with the data from the Eurocontrol Support Facility (ETS-SF) without modification.

Your emissions data can be obtained from Eurocontrol here:

<https://www.eurocontrol.int/tool/european-union-emissions-trading-system-support-facility>

Eurocontrol charge a €400 fee for providing you with your ETS-SF data.

You will need to set aside sufficient time to prepare and submit your report to us.

The deadline for submitting your report is **31 March** in the year following the monitoring year.

When your request has been processed by Eurocontrol, you will receive your ETS-SF data as attachments in an email, in .xls and .csv formats.

You must check the ETS-SF report against your own internal flight data to ensure that it is complete.

If it is not complete you must make a request to Eurocontrol to address any errors before the data can be used for reporting purposes.

#### Who do I contact if I need help?

The aviation helpdesk is available Monday to Friday (excluding UK Bank Holidays)

Email: [etaviationhelp@environment-agency.gov.uk](mailto:etaviationhelp@environment-agency.gov.uk)



## Opening the report form for the relevant reporting period

In your ETSWAP work queue you will have a task to fill in your emissions report form. The timer associated with this task counts down the number of days remaining to the 31 March reporting deadline. Click on the task to navigate to the 'AEM Reports' page.

The screenshot shows the 'Work Queue' page. On the left, a navigation menu has 'AEM Reports' highlighted with a red box. The main content area is titled 'My Tasks' and contains a table with the following data:

Priority	Duration	Task Description
High	70 days remaining	Start your emission report Emission report tasks will be started at the beginning of each new year. However, you can manually start the emission report process at any time.

Below the table, it says 'Recent Alerts (0 of 0): There are no recent alerts.'

Generally, you should only have one emissions report task in your queue. If not, and you are undecided on which is the correct reporting task, you can select the current year's reporting task by clicking on the 'AEM Reports' link in the menu, and from the annual emissions report table select the appropriate reporting period.

Click on the link of the period which your report will cover.

The screenshot shows the 'Annual Emissions Monitoring Reports' page. A table lists reporting periods from 2010 to 2021. The row for '01 Jan 2021 - 31 Dec 2021' is highlighted with a red box. The table columns include Reporting Period, Status, Verifier Opinion, Determined By CA, and Approved Reportable Emissions (CO2e eq/yr).

Reporting Period	Status	Verifier Opinion	Determined By CA	Approved Reportable Emissions (CO <sub>2</sub> e eq/yr)
01 Jan 2010 - 31 Dec 2010	Complete	Verified with comments	No	1772
01 Jan 2011 - 31 Dec 2011	Complete	Verified with comments	No	1759
01 Jan 2012 - 31 Dec 2012	Complete	Verified	No	1652
01 Jan 2013 - 31 Dec 2013	Complete	Verified	Yes	900
01 Jan 2014 - 31 Dec 2014	Complete	-	No	1031
01 Jan 2015 - 31 Dec 2015	Complete	-	No	880
01 Jan 2016 - 31 Dec 2016	Complete	-	No	1016
01 Jan 2017 - 31 Dec 2017	Complete	-	No	1028
01 Jan 2018 - 31 Dec 2018	Complete	-	No	972
01 Jan 2019 - 31 Dec 2019	Complete	-	No	984
01 Jan 2020 - 31 Dec 2020	Complete	-	No	1035
01 Jan 2021 - 31 Dec 2021	Operator	-	No	-

On selecting the reporting task, or the reporting period you can check you have the correct reporting period by checking the workflow reference on the 'AEM Reports' homepage, which is in the following format - AEMxxxxx-P3-[reporting year].

The screenshot shows the 'Annual Emissions Monitoring Report' page. On the left, a navigation menu has 'AEM1943-P3-2021' highlighted with a red box. The main content area shows the 'Current Status: Operator' and a 'Task: Start your emission report' section with a 'Start emission report workflow' button.

To open the emissions report form, click on the 'Start emission report workflow' and then the 'Open emission report form' button.

## Operator Activity

This page requires you to identify if you are administered by the UK and if you are within scope of the respective Schemes.

If you are not administered by the UK for CORSIA (i.e., you currently report CORSIA emissions to your own State of registration) you are not required to report your CORSIA emissions to us. In this case, please answer 'No' to the CORSIA section. If you are within scope of the UK ETS please answer "Yes" to the three UK ETS related questions. See the example below:

2021 - AEM Report Form - Operator Activity

Guidelines

Operator Activity

Service Contact

Monitoring Plan

Operator Identification

Emissions Overview

Emissions Data

Total Emissions

Simplified Procedures

Use of Biomass

Detailed Emissions

Additional Emissions

Data Gaps

Aircraft Data

Additional Information

Confidentiality

Submission

Items marked \* must be completed

Current Completed Section: Operator Activity

UK ETS

Are you administered by the UK for UK ETS purpose?

Yes  No

Emissions Data

In the reporting period have you as a commercial air transport operator operated >243 full-scope flights in any one of the 3 consecutive 4-month periods and full-scope flights emissions >10 000tCO<sub>2</sub>, or as a non-commercial air transport operator operated full-scope flights with emissions >1 000tCO<sub>2</sub>?

Yes  No

Use of Biomass

Have you performed a flight that is reportable under the scope of UK ETS (i.e. an aviation activity)?

Yes  No

Additional Emissions

If you have answered "No" to the above three questions, please continue to complete your UK ETS emissions report.

Data Gaps

Aircraft Data

Additional Information

CORSIA

Are you administered by the UK for CORSIA?

Yes  No

Submission

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When you have completed this page the applicable report pages will be released for completion.

## Identifying that you are an aircraft operator eligible to by-pass verification

Navigate to the Simplified Procedures page. If you qualify to use simplified reporting procedures, respond to the questions as shown in the following screenshot:

2021 - AEM Report Form - Simplified Procedures - ETS

Guidelines

Operator Activity

Service Contact

Monitoring Plan Info

Operator Identification

Emissions Overview

Emissions Data

Total Emissions

Simplified Procedures

Use of Biomass

Detailed Emissions

Additional Emissions

Data Gaps

Aircraft Data

Additional Information

Confidentiality

Submission

Items marked \* must be completed

Do you consider that your operation qualifies to use simplified reporting procedures for this Scheme year?

Yes  No

Are your annual emissions less than 25 000 tonnes CO<sub>2</sub> per year (based on UK ETS full-scope), or less than 3 000 tonnes of CO<sub>2</sub> per year (based on UK ETS aviation activities)?

Yes  No

Has your report been populated with data taken directly from Eurocontrol's ETS Support Facility, without any modification?

Yes  No

Based on the answers to the questions and the emissions and flight data provided, your report will be considered verified and does not need to be sent to a verifier for verification. However, if you wish to have your report verified you may still do so. Would you like to send your report to a verifier?

Yes  No

Flights and Emissions

Please enter the total number of flights in each four-month period based on UK ETS full-scope and state your annual emissions (either full-scope or UK ETS aviation activity), which qualify you to use simplified reporting procedures considering the thresholds above:

Number of Flights - January to April	221
Number of Flights - May to August	23
Number of Flights - September to December	145
Number of Flights - Total	389
Total emissions in the reporting year (UK ETS full-scope or aviation activity)	2,886

Confirmation of eligibility for simplified reporting

You are eligible to use simplified reporting procedures as your annual emissions are less than 25,000 t CO<sub>2</sub> full-scope, or less than 3,000 t CO<sub>2</sub> UK ETS aviation activity scope.

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This will allow you to submit the report directly to the regulator when all other sections of the report have been completed.

**(Note:** Even if you are an aircraft operator eligible to use simplified reporting procedures you do have the option to submit your report to a UKAS accredited verifier for verification if you wish to do so. To do this select 'Yes' to the last question on this report form page).

Complete the Flights and Emissions section as follows:

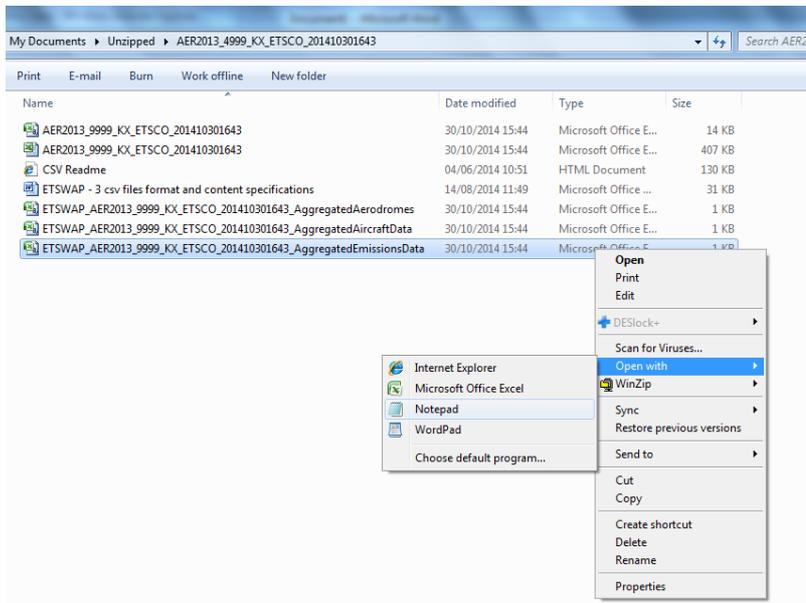
- In the 'Number of Flights' per 4-month period fields, enter the number of UK ETS full-scope flights performed in each period.
- In the 'Total emissions in the reporting year' field, enter the emissions relating to the threshold that entitles you to qualify for the Simplified Procedures, i.e., either your annual UK ETS full-scope emissions (if these are <25,000tCO<sub>2</sub>), or annual UK ETS Aviation Activities (if these are <3,000tCO<sub>2</sub>).

## Completing the Emissions Report (by importing the Eurocontrol .csv files).

The following steps focus on importing the flight and fuel consumption data using the multiple row upload functionality from one of the .csv files attached in the Eurocontrol report email.

Open the zip file attached to the Eurocontrol ETS-SF email.

Select the “AggregatedEmissionsData”.csv file and open it up in **Microsoft ‘Notepad’**, or **Mac OS X ‘TextEdit’**.



This opens the file in the format that is accepted by the emissions report form in ETSWAP.

The data presents the ICAO (departure/arrival) aerodromes, fuel type, total mass of fuel (tonnes) and total number of flights per aerodrome pair, as shown below:

```
*UK ETS T1 - Notepad
File Edit Format View Help
EGKB,EBLG,Jet kerosene (jet A1 or jet A),11.529,7
EGKB,LEGE,Jet kerosene (jet A1 or jet A),17.445,5
EGKB,LHBP,Jet kerosene (jet A1 or jet A),23.796,5
EGKB,EGSC,Jet kerosene (jet A1 or jet A),1.043,1
EGKB,LFMN,Jet kerosene (jet A1 or jet A),21.358,6
EGTC,EGKB,Jet kerosene (jet A1 or jet A),0.920,1
EGKB,LFTH,Jet kerosene (jet A1 or jet A),17.107,5
EGKB,EDSB,Jet kerosene (jet A1 or jet A),14.675,6
EGKB,EGTC,Jet kerosene (jet A1 or jet A),1.024,1
EGSC,EGKB,Jet kerosene (jet A1 or jet A),1.081,1
EGKB,LIME,Jet kerosene (jet A1 or jet A),17.625,5
EGKB,LOWG,Jet kerosene (jet A1 or jet A),15.412,4
EGKB,LFMQ,Jet kerosene (jet A1 or jet A),3.265,1
EGKB,LOXZ,Jet kerosene (jet A1 or jet A),3.742,1
```

Navigate to the Emissions Data page of the form. On this page elect to populate the Aggregated Emissions table using the ‘Import multiple emissions data?’ functionality.



## Completing the Aircraft Data table

You can build up the Aircraft Data table using the 'Add Row' functionality.

Before populating the table, check that all the aircraft types that have performed reportable UK ETS flights in the reporting year are listed in the 'Fuel use per aircraft type' table on the [Emissions Overview](#) page of the report. If not, complete this table using the 'Add Row' functionality before completing the 'Aircraft Data' table.

### Fuel use per aircraft type

In the table below please add 'generic aircraft types' used within the reporting period where these do not already appear. In addition, please add 'Fuel Types Used' for each aircraft type.

\* Please add at least one row into the table below.

Generic Aircraft Type	Fuel Types Used	
GLF5 - GULFSTREAM AEROSPACE Gulfstream G550	Jet kerosene (jet A1 or jet A)	<a href="#">edit</a> <a href="#">delete</a>
A139 - AGUSTA AB-139	Jet kerosene (jet A1 or jet A)	<a href="#">edit</a> <a href="#">delete</a>

[Add Row...](#)

### Aerodromes

Please list all aerodromes visited by EU-ETS applicable flights during the reporting period. Aerodromes can be added one at a time. Alternatively you can use the bulk upload function (below the aerodrome table) to add multiple aerodromes at once. Note: You are only required to populate this table if you intend to manually complete the Aggregated Emissions Table, i.e. you do not intend to use the 'import multiple rows' function in the Aggregated Emissions Section.

\* Please add at least one row into the table below.

Country	Aerodrome	ICAO Code
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Return to the [Aircraft Data](#) section and select 'add row'.

Select the Aircraft type designator from the dropdown list, then enter the aircraft sub-type (if applicable), the aircraft tail registration, a/c owner (which defaults to the operator name initially), the start date and end date of the ownership, or lease during the reporting year and the "Use" (scope of operation of the a/c during the reporting year: UK ETS only, CORSIA only, or UK ETS and CORSIA).

## Submitting the Report to us

When all sections of the report have been completed, submit the form by clicking the 'Proceed' button on the [Submission](#) page.

If there are errors, or incomplete sections in the report form, the system will notify you of them during validation.

If there are no validation errors, the report will be locked down and you will be presented with the options: to either 'Submit your emission report' [to us] or 'Edit emission report form.'

The screenshot displays the 'Annual Emissions Monitoring Report' page. At the top, there are logos for the Environment Agency, SEPA (Scottish Environment Protection Agency), NIEA (Northern Ireland Environment Agency), Cyfoeth Naturiol Cymru (Natural Resources Wales), and the Department of Energy & Climate Change. The main content area shows the current status as 'Operator' and a task to 'Submit your emission report to us'. Two buttons are highlighted with red boxes: 'Submit your emission report' and 'Edit emission report form'. Below this is a 'History - Emission report' table with columns for Date, User Category, User, Action, View Form, and View Attachments. The table contains one entry for 12 Dec 2014, where the 'View Form' column has a link to 'Form (PDF 69kB)' also highlighted with a red box.

Date	User Category	User	Action	View Form	View Attachments
12 Dec 2014	Organisation	Mick Pilot	Emission report form completed	<a href="#">Form (PDF 69kB)</a>	N/A

If you elect to edit your report, you will be able to open the form and make any appropriate amendments. On submitting the report to us the reporting task in your work queue will be removed. You will receive a system email acknowledging your submission.

A copy of your report can be viewed as a pdf from the emissions report history table.