



COMMERCIAL CANNABIS PERMIT

ODOR CONTROL PLAN SUBMITTAL REQUIREMENTS

Applicants for Phase 2 Non-Retail Cannabis permits must submit eight (8) complete hard copies of the application package plus one (1) PDF version on CD/DVD or portable drive. All submittals must be labeled on the outside with the applicant's name and the name of the Project. No information submitted by facsimile, courier, or electronic mail will be accepted. Submittals must be hand-delivered by the primary applicant to:

**City of Modesto
Community & Economic Development Department, Planning Division
1010 10th Street, Suite 3100
Modesto, CA 95354**

To enable the City to efficiently evaluate the application, it is important that applicants follow the required format described below. *Applications that do not conform to the prescribed format and content requirements may not be accepted.*

1. Table of Contents

2. Facility Information

- Name of facility
- Name, phone number, and email address of facility owner
- Name, phone number, and email address of primary contact for facility operator or licensee
- Physical address of facility
- Mailing address of facility, if different from physical address
- Facility type and license type
- Facility hours of operation
- Description of facility operations
- Emergency contact information

- Business license application number(s) and/or business file number(s), if applicable
- Air permit and permit number, if applicable

3. Facility Odor Emissions Information

- Facility floor plan

This section should include a facility floor plan, with locations of odor-emitting activities and emissions specified. Relevant information may include, but is not limited to, the locations of doors, windows, ventilation systems, and odor sources.

- Specific odor-emitting activities

This section should describe the odor-emitting activities or processes (e.g. cultivation) that take place at the facility, the sources (e.g. budding plants) of those odors, and the locations from which they are emitted (e.g. flowering room).

- Phases of odor-emitting activities

This section should describe the phases of the odor-emitting activities that take place at the facility (e.g. harvesting), with what frequency they take place (e.g. every two weeks on Tuesdays), and the duration of the activities (e.g. 48 hours).

4. Odor Mitigation Practices (industry-specific best control technologies and best management practices)

For each odor-emitting source/process outlined in Section 3 of the Odor Control Plan, specify the administrative and engineering controls the facility will implement to control odors.

- Administrative controls

A. Procedural activities: This section should describe activities such as building management responsibilities (e.g. isolating odor-emitting activities from other areas of the buildings through closing doors and windows).

B. Staff training procedures: This section should describe the organizational responsibilities and the roles/titles of the staff members who will be trained about odor control; the specific administrative and engineering activities that the training will encompass; and the frequency, duration, and format of the training (e.g. 60-minute, in-person training of staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

C. Recordkeeping Systems and Forms: This section should include a description of the records that will be maintained (e.g. records of purchases of replacement carbon filters, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering controls.) Examples of facility recordkeeping forms should be included as appendices to the Odor Control Plan.

□ Engineering Controls

The best control technology for marijuana cultivation facilities and marijuana-infused products is carbon filtration.

A. Provide evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources. Include evidence that Engineering Controls meet at least one of the following:

- i. Controls are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all odor sources.
- ii. Controls have been reviewed and certified by a Professional Engineer or Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources, as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.
- iii. Controls have been implemented to the satisfaction of the Director as sufficient to effectively mitigate odors for all odor sources.

Note: A marijuana-infused products facility that demonstrates all of the following does not need engineering controls to effectively mitigate odors:

- The facility does not use oil activation processes on site and/or all products are made with activated oil.
- The facility does not use distillation or extraction processes on site, or the facility has received a permit from the Fire Marshal to use certain distillation or extraction processes.
- The facility does not have cultivation processes co-located on site. If any cultivation processes are co-located on site, engineering controls are required.

B. Components of engineering controls

This section shall include, but is not limited to, technical system design, a description of technical processes, and an equipment maintenance plan.

i. System design

The system design should describe the odor control technologies that are installed and operational at the facility (e.g. carbon filtration) and to which odor-emitting activities, sources, and locations they are applied (e.g. bud room exhaust). It should describe critical design factors and criteria, with supporting calculations presented as appropriate (e.g. desired air exchanges per hour required to treat odorous air from specific areas, odor capture mechanisms, exhaust flow rates, rates of carbon adsorption consumption, etc.).

ii. Operational processes

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities are performed, and the roles/titles of the personnel responsible for such activities (e.g. when trimming activities are conducted, this job title is responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and compliant).

iii. Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities will be performed, and the roles/titles of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g. change carbon filter every six months, carried out by facility manager).

If the facility owner and/or operator believe that Engineering Controls are not necessary to mitigate odors for all odor sources, the owner and/or operator shall submit the basis for this as part of the Odor Control Plan.

Timeline for implementation of odor mitigation practices

The timeline should begin upon receipt of approval from the Director, and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in the Odor Control Plan. A timeline should consist of, but is not limited to the following.

- A. Approval of Odor Control Plan by the Director
- B. Approval of Odor Control Plan other City Departments and Air District
- C. Purchase and installation of engineering controls
- D. Inspections and approvals by City Departments and Air District

Complaint tracking system

This section may include, but is not limited to, the responsible staff and the mechanism for receiving odor-related complaints, how and by whom such complaints will be addressed, and how the odor complaint and response will be recorded (e.g. logbook, complaint report).

5. Appendices

- A. Any recordkeeping forms
- B. Odor complaint and response tracking forms