City of Boulder
Planning & Development Services

ODOR CONTROL PLAN FOR MARIJUANA CULTIVATION

The following Odor Control Plan (OCP) was developed to establish consistent business practices based on the following requirement outlined by the Boulder Revised Code for medical and recreational marijuana businesses under 6-14-6(a)(12) and 6-16-6(a)(12):

6-14-5 and 6-16-5. - Application; Modification of Premises.

(a) Application Requirements. An application for a recreational marijuana business license shall be made to the city on forms provided by the city manager for that purpose. The applicant shall use the application to demonstrate its compliance with this chapter and any other applicable law, rule, or regulation. In addition to the information required by Chapter 4-1, "General Licensing Provisions," B.R.C. 1981, the application shall include the following information:

(12) A plan for ventilation of the marijuana business that describes the ventilation systems that will be used to prevent any odor of marijuana off the premises of the business. For cultivation facilities, such plan shall also include all ventilation systems used to control the environment for the plants and describe how such systems operate with the systems preventing any odor leaving the premises. For marijuana-infused product manufacturers and marijuana testing facilities, such plan shall also include all ventilation systems used to mitigate noxious gases or other fumes used or created as part of the production process.

If you received this OCP as part of a new license or renewal application, please complete the information prior to forty-five days of license expiration date and return to Jon Bergelin at bergelinj@bouldercolorado.gov.

*****Please pay special attention to the calculations for number of carbon filters per cubic feet for each room and provide the calculations per room (as shown on your facility floor plan) as requested under section 3(b)(ii)(A).**

1. FACILITY INFORMATION

a. Name of facility (LLC and dba)
b. Name, phone number, and email of facility owner/licensee
c. Name, phone number, and email of facility manager, and any authorized keyholders
d. Facility physical address
e. Facility mailing address (if different from physical address)
f. Facility type (dispensary, grow, MIP, or testing lab)
g. Facility hours of operation
h. Description of facility operations
i. Emergency contact information (if different from sections b and c)
j. City marijuana business license number(s)

2. FACILITY ODOR EMISSIONS INFORMATION

a. Facility floor plan

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

b. Specific odor-emitting activity(ies)

This section should describe the odor-emitting activities or processes (e.g., harvesting) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and reference the location(s) from which they are emitted (e.g., flowering room) on the floor plan.

NOTE: If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, they should clearly mark all information as such. This does not guarantee that such information will be exempt from disclosure under the Colorado Open Records Act. See C.R.S.§24-72-200.r-206.

c. Phases (timing, length, etc.) 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), the times of day that they take place (e.g. each Wednesday from 5AM to 7AM), and how long they last (e.g.,48 hours).

3. ODOR MITIGATION PRACTICES (based on industry-specific best control technologies and best management practices) For each odor-emitting source/process outlined in Section 3(b) of the Odor Control Plan, specify the administrative and engineering controls the facility implements or will implement to control odors. Descriptions of 'administrative controls' and 'engineering controls' shall include, but are not limited to, the following sections:

a. Administrative Controls

i. 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).

ii. Staff training procedures

This section should describe the organizational responsibility(ies) and the role/title(s) 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 minutes in-person training of X staff, including the importance of closing doors and windows and ensuring exhaust and filtration systems are running as required).

iii. 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, performed maintenance tracking, documentation and notification of malfunctions, scheduled and performed training sessions, and monitoring of administrative and engineering

controls). Any examples of facility recordkeeping forms should be included as appendices to the OCP.

b. Engineering Controls

i. The best control technology for marijuana cultivation facilities is carbon filtration. Facilities equipped with alternative engineering controls for odor sources shall provide evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources. This section should include evidence that engineering controls meet at least one of the following:

A) Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all odor sources.

B) Have been reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as sufficient to effectively mitigate odors for all odor sources.

ii) Components of engineering controls

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

A) System design

The system design should describe in detail 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). The description should include installation, maintenance, calculations of number of carbon filters per cubic feet per room and use documents from the equipment manufacturer. The CFM calculator at the following link may be useful in determining your system design: http://www.phreshfilter.com/tools/cfm-calculator.
Otherwise you may need the assistance of a mechanical engineer but must fully answer each section.

B) 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 role/title(s) of the personnel responsible for such activities (e.g., when trimming activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

C) Maintenance plan

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) 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 6 months, carried out by the facility manager).