

**APPENDIX C**  
**ODOR CONTROL PLAN TEMPLATE**  
**Marijuana-Social Consumption Clubs**

**1. TABLE OF CONTENTS**

**2. FACILITY INFORMATION**

- a. Name of facility
- b. Name, phone number, and email of facility owner
- c. Name, phone number, and email of facility operator or licensee, and any authorized designees
- d. Facility physical address
- e. Facility mailing address (if different from physical address)
- f. Facility type
- g. Facility hours of operation
- h. Description of facility operations
- i. Emergency contact information
- j. Business File Number(s) (BFN)

**3. FACILITY ODOR EMISSIONS INFORMATION**

- a. Facility floor plan

*This section should include a facility floor plan, with locations of odor-emitting activities (smoking / vaping). Relevant information may include, but is not limited to the location of doors, windows, ventilation systems, and odor sources.*

- b. Frequency of odor-emitting activities

*This section should describe the frequency they take place (e.g., every day – Monday through Friday 10:00 am to 10:00 pm).*

**4. ODOR MITIGATION PRACTICES (all based on industry-specific best control technologies and best management practices)**

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

**NOTE** that descriptions of ‘administrative controls’ and ‘engineering controls’ shall include, but are no 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 minute 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 control marijuana odor is carbon filtration.
- ii If the facility reasonably believes that Engineering Controls are not necessary to effectively mitigate odors for all odor sources, the facility shall submit as part of its odor control plan the basis for such belief.

*A Social Consumption Club that demonstrates all of the following does not need engineering controls to effectively mitigate odors:*

- 1) *The facility does not allow smoking or vaping anywhere on the premises.*

**NOTE:** *A facility's belief that it does not need engineering controls to effectively mitigate odors for all odor sources is subject to approval by the Department.*

- 1) The engineering control system and all components shall be reviewed and certified by a Professional Engineer or a Certified Industrial Hygienist as meeting professional expectations of competency and as sufficient to effectively mitigate odors for all odor sources.

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

A) System design

*The system design should describe the odor control technologies to be installed and implemented at the facility (e.g., carbon filtration) and to which odor-emitting activities, sources, and locations they will be applied. 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.).*

B) Operational processes

*This section should describe the activities that will be undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities will be performed, and the title/role(s) of the personnel responsible for such activities.*

C) Maintenance plan

*The maintenance plan should include a description of the maintenance activities that will be performed, the frequency with which such activities will be performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter, every 6 months, carried out by the facility manager).*

c. Timeline for implementation of odor mitigation practices

*The timeline should begin upon receipt of approval from the Department, and should include a comprehensive timeline for the design, review process, installation, and operation of the various odor mitigation practices outlined in Section 4 of the Odor Control Plan. In general, a timeline should consist of, but is not limited to, the following:*

- i. Approval of OCP by the Department
- ii. Approval of OCP by other City agencies
- iii. Purchase and installation of engineering controls
- iv. Inspections and approval by City agencies

d. Complaint tracking system

*This section may include, but is not limited to, the mechanism for, and the responsible staff involved in, 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 from Section 4.a.iii.

b. Odor complaint and response tracking form from Section 4.d.