

**CANNABIS CULTIVATION
ODOR CONTROL PLAN
CITY OF ALBUQUERQUE**

Business Address: _____

Business Name: _____ **Db:** _____

Mailing Address: _____

Type of Cannabis Service: _____ **Received By:** _____

1. 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 hours of operation
- g. Description of facility operations
- h. Emergency contact information
- i. Business license application number(s) and/or business license number(s) (if applicable)

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. If a facility has already provided the locations of specific odor-emitting activities and emissions in its business license application floor plan, it may instead reference the facility's business file number(s) and the relevant sections within such application where the floor plan is located.

- b. 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).

- c. Specific odor-emitting activity(ies)

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

- d. 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), and for how long they last (e.g., 48 hours).

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

For each odor-emitting source/process outlined in Section 3(b) of this document, 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 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 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 filter, 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 cannabis cultivation facilities is carbon filtration.

ii. For Existing facilities with engineering controls for all odor sources on the date of rule adoption:

- 1) Evidence that engineering controls for all odor sources were installed and operational on the date of rule adoption
- 2) Evidence that engineering controls are sufficient to effectively mitigate odors for all odor sources

This section should include evidence that Engineering Controls meet the following:

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