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City of Santa Rosa  
Planning & Economic  
Development Department

Aug 12, 2021

RECEIVED

June 15, 2021

To Whom It May Concern:

We have reviewed the attached odor mitigation plan, dated June 15, 2021, for Jane Dispensary, of Santa Rosa, CA.

It is our understanding that the attached plan meets, or exceeds, the requirements of the City of Santa Rosa for cannabis odor mitigation.



Sincerely,

Matthew Torre, Registered Professional Engineer  
15000 Inc

# ODOR CONTROL & MITIGATION PLAN

June 15, 2021

## **Jane Dispensary**

4040 Sonoma Highway  
Santa Rosa, CA 95409

**Report prepared by**

15000 Inc.

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## **Policy**

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Document a process to limit objectionable odors from the project area utilizing building system components and adopted odor control plan.

Under California Occupational Health and Safety Act (“CalOSHA”) and Bay Area Air Quality Management District (“BAAQMD”) regulations, cannabis businesses do not have a specific set of regulations that govern their operations. However, JANE 4040, INC. (the “Applicant”), will nonetheless maintain a high standard for the air quality plans for all aspects of its proposed Cannabis Dispensary Facility (TYPE-10) at 4040 Sonoma Highway, Santa Rosa, CA 95409 (“Facility”).

Generally, the Applicant will meet and/or exceed the standards set by the City of Santa Rosa (“City”) Cannabis Ordinance, the Sonoma County (“County”) Code (including sections 26-88-250 through 26-88-256), California Labor Code §§6300 et seq., and Title 8, California Code of Regulations §§ 332.2, 332.3, 336, 3203, 3362, 5141 through 5143, 5155, and 14301, as published in the CalOSHA Policy and Procedures Manual C-48, Indoor Air Quality as applicable to other facilities.

Pursuant to State of California (“State”) regulations [California Energy Code, Section 120.1(c)3], mechanical outside air ventilation must meet a minimum code required cubic feet per minute (“CFM”) flow rate. Since existing State air quality regulations do not contain provisions specific to cannabis businesses, the Applicant will comply with these general State standards when designing the ventilation systems and air filtrations systems for the entire Facility. Each separate operation within the Facility building will have its own individual “air-scrubber” systems, as described below.

## **Purpose**

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To minimize and eliminate the off-site odor of cannabis caused by normal business practices.

## **Scope**

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Exterior of facility and surrounding areas.

## **Responsibilities**

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Business Owner/Operator (BO/O) is to provide, implement and supervise an odor mitigation plan.

## **General Procedures**

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Implementing and maintaining building systems to effectively minimize transmission of odor between building and surrounding areas.

- BO/O shall supervise installment and maintenance of an air treatment system to ensure there is no off-site odor of cannabis overly detectable from adjacent properties or the community. Air treatment systems consist of carbon filtration on the exhaust side of the ventilation system and negatively pressurizing the facility in relation to the exterior ambient condition.
- Staff members should immediately report any odor problems to the BO/O, who will take corrective action, implement upgrades to the system, upgrades to the facility or to the internal handling process of product within the facility to further deter odors.
- If such upgrades require the approval of any Agency Having Jurisdiction (AHJ), the BO/O shall seek and gain such approval prior to implementing new systems and/or procedures.

It is critical to the success of our organization that our various plans remain transparent to the community, so all stakeholders are aware of the importance of mitigated cannabis odors.

This mitigation plan and all associated records will be made available to the public for review and documents can be requested at our facility. All requests for documentation shall occur via written request only (email is acceptable).

The facility will have the following onsite functions: Administrative Processing Areas, Dispensary (Retail Sales Area), and Inventory (Storage). The company will provide packages within state-approved containers for distribution-to-distribution centers and/or retail outlets. The handling of product will require a properly engineered odor control system in order to mitigate the release of odors to the surrounding properties and community.

## **Active Measures**

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All cannabis products will be securely stored in the Storage Room. The secure storage room area will be provided with an exhaust air system for odor control. The exhaust system shall be provided with a carbon filter that will mitigate any odors which may emanate from the stored product.

## **Air Pressure & Carbon Filter Control**

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The Retail Sales Area will be kept under negative pressure. The exhaust system shall be electrically interlocked with the space conditioning system serving the area with an exhaust air quantity greater than the outside air quantity to ensure negative pressure is maintained whenever the system is operational. The space conditioning system will be provided with MERV-13 rated carbon filters, to further enhance the overall Indoor Air Quality (IAQ) which are recirculated within the airstream. The Product Storage will be kept under negative pressure with an independent exhaust filtration system similar to that serving the Retail and Welcome areas.

Above all, the facility will be kept under negative pressure to limit exfiltration by means of exhaust systems as described herein with carbon filters for odor mitigation. The exhaust discharge shall be designed to discharge at the roof level and exhaust away from any neighbors or pedestrian traffic.

## **Best Available Technology**

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The combination of activated carbon air filtration and building pressure control represent the current best available technology. For anticipated comfort space conditioning systems, the building shall be provided with MERV-13 filters on the fresh air intake side to limit particulate intake to the space and to enhance the overall quality of the supply air to the occupants.

## **Air System Design**

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The Facility shall have no operable windows or be kept locked and sealed at all times. All doors shall be sealed with proper weather stripping, keeping circulating and filtered air inside the facility.

On site usage of cannabis products is strictly prohibited while on the property. This will assist in mitigating odors to the surrounding neighbors.

## **Monitoring, Detection and Mitigation: Method for Assessing Impact of Odor**

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The importance of cannabis odor mitigation is very well understood, and we shall make decisions that best prevent the issue of odor to the surrounding areas. If odors are detected outside the facility, this plan shall serve as a guideline to provide corrective action.

The manager/supervisor of the Facility shall assess odors on a daily basis (see *Monitoring* for expanded responsibilities).

## **Monitoring**

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The manager/supervisor shall assess the on-site and off-site odors daily for the potential release of objectionable odors. The manager/supervisor on duty shall be responsible for assessing and documenting odor impacts on a daily basis.

The closest adjacent businesses include;

- Betty's Fish N Chips: 4046 Sonoma Highway #4128, Santa Rosa, CA 95409
- Computer's & More: 4044 Sonoma Highway, Santa Rosa, CA 95409
- Sunrise Villa Santa Rosa: 4225 Wayvern Drive, Santa Rosa, CA 95409

## **Mitigation**

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Should objectionable off-site cannabis odors be detected by the public and we are notified in writing, the following protocols will take place immediately:

- Investigate the likely source of the odor.
- Utilize on site management practices to resolve the odor event.
- Take steps to reduce the source of objectionable odors.
- Determine if the odor traveled off-site by surveying the perimeter and making observations of existing wind patterns.
- Document the event for further operational review.

If employees are not able to take steps to reduce the odor-generating source, they are to immediately notify the facility manager, who will then notify the BO/O. All communication shall be documented, and the team shall create a proper solution, if applicable. If necessary, we shall retain our certified engineer to review the problem and make recommendations for corrective action/s.

## **Staff Training**

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All employees shall be trained on how to detect, prevent, and remediate odor outside our facility and all corrective options outlined herein.

## **Odor Detection Documentation**

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The Odor Detection Form (ODF) shall be provided to those who suspect objectionable odors emanating from inside the facility. ODFs are available per request, on-site.

We shall maintain records of all odor detection notifications and/or complaints that will include the remediation measures employed. The records shall be made available to the AHJ or the general public on request. All requests shall be in writing (email is acceptable).

## Odor Detection Form

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Name of Reporting Party:

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Phone Number:

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Email Address:

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Date:

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Time:

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Location of Odor:

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Weather Conditions:

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Date/Time of Notification:

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Notification Method:

☐ Email ☐ Online ☐ In Person

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## ***Administrative Use Only***

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*Mitigation Response Taken:*

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*Date/Time Measures Employed:*

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*Were Mitigation Measures Successful?*

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*Signature/Date/Time:*

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