City of Santa Rosa
Planning & Economic
Development Department
01/30/2025
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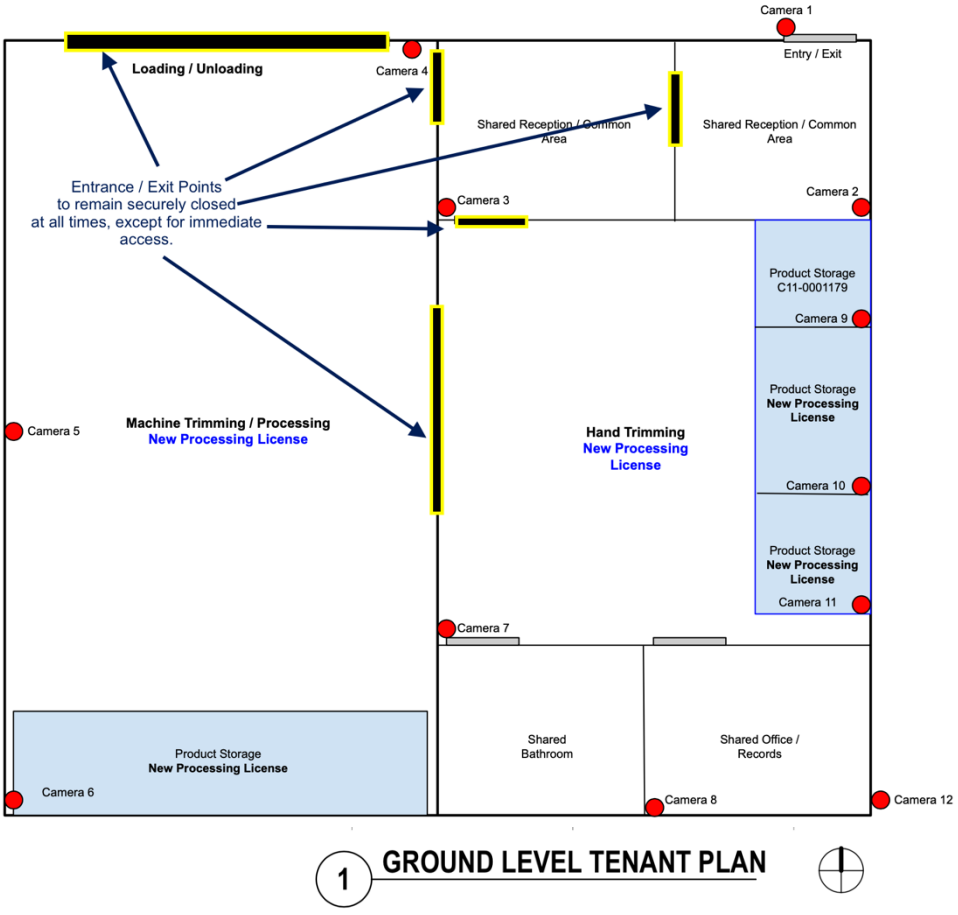
TRIM DEPOT ODOR MITIGATION PLAN

Trim Depot's good neighbor policy includes avoiding odor nuisances that may result from cannabis distribution and processing operations. The company has designed the following odor control plan to mitigate any potential odor nuisance in compliance with the City of Santa Rosa's City Code [§20-46.050(H)]. No ventilation exhaust shall face or be directed towards a residential parcel.

Operational Processes and Maintenance Plan

I. Operational Processes

Trim Depot's Standard Operating Procedures include odor control oversight. Each employee will be trained to monitor odor emissions and odor control equipment during the normal course of business. Each employee shall be cognizant of odor issues at any time product is stored in the facility; employee's will be instructed to exert heightened scrutiny at any time cannabis product is moved within the storage area as those movements will create the highest exposure to odors. Other than for immediate employee access, the entrance and exit points shall remained closed to avoid potential odor escape. See below:



By storing and handling cannabis and cannabis product strictly in the distribution, processing and storage areas, Trim Depot will effectively sequester potentially noxious odors and prevent odors from escaping the 2,000 square foot space. Staff will remain vigilant about keeping the doors closed at all times to comply with the odor plan. Odors will be forced to exit the facility through our air conditioning system, which has an odor treatment mechanism attached to the exhaust. Therefore, there will not be any cannabis odors that escape the facility or cause nuisance to any neighbors.

II. Maintenance Plan

The odor-emission maintenance plan will include monthly systemic checkups to ensure that the odor control system is operating to maintain the baseline. Maintenance will include checking the company records to see how long each filter has been in use and analyzing whether or not a given filter should be changed. Replacement filters will be required as determined by the calibrated sensor on the test equipment. While high performance carbon filters can work for up to 24 months, all filters will be assessed monthly in order to ensure the filter is still functioning properly. High performance carbon filters feature indicators that allow staff to analyze filter viability and assess the need to change filters out.

Testing will be done in accordance with the *Standardized Odor Measurement Practices for Air Quality Testing* or any other state-established testing standards for cannabis businesses. Testing will be done with a field Olfactometer, calibrated in accordance with ASTM E544-75 and AWMA odor control standards, using the scheduled monitoring protocol. Daily monitoring will include walkabouts near the exhaust system in and around the facility. Data will be compared using a 5-point OIRS (Odor Intensity Reference Scale) for daily readings. When values are 3 on the 5-point scale the carbon-filtration exhaust system will be evaluated and repaired as required. Evaluations will include fan operation, distribution system integrity, and carbon filter effectiveness. All maintenance and testing activities are designed to ensure maintenance of the odor mitigation system and optimize performance. Service technicians will minimally be scheduled to make a system maintenance analysis and swap carbon filters every six months.

Routine Filter Check Log				
Filter #	Filter Viability	Employee ID	Signature	Date

Complaint tracking system

Odor complaints will be processed in the same manner as product complaints. The manager on duty is in charge of all odor complaints and will receive reports of any nuisance complaints related to odor emission. All complaints will be dealt with immediately by analyzing the records kept with regard to the filtration system to identify any potential sources of odor. The exhaust filter will be replaced and closely monitored to ensure proper functioning. If internal troubleshooting is unable to remedy a given odor complaint, Trim Depot will immediately contact its service technician to ensure the problem is properly identified and

remedied. All complaints will be logged internally with the details of the complaint and response procedures.

III. Staff Training Procedures

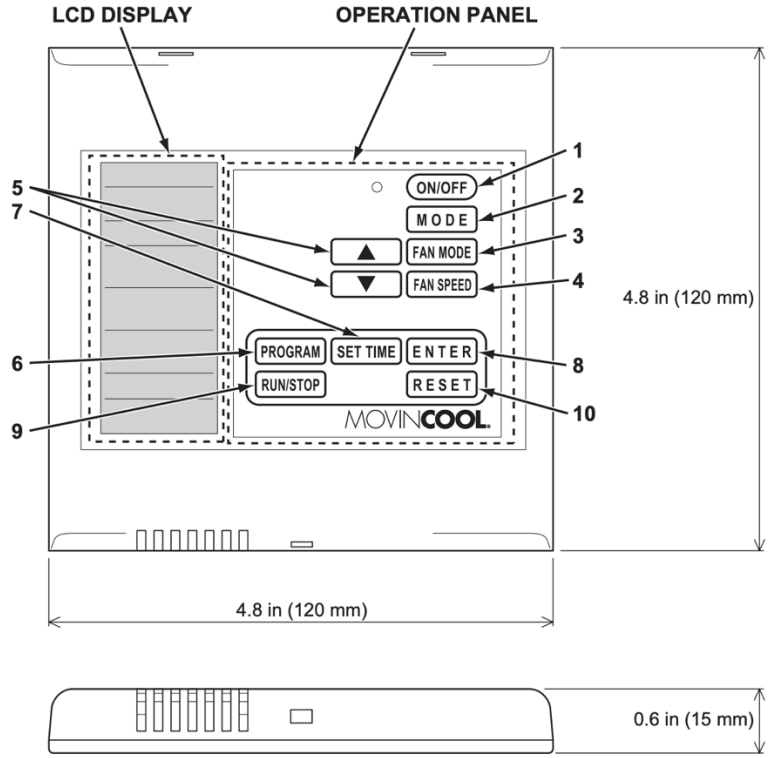
Staff will remain vigilant about keeping the doors closed at all times to comply with the odor plan. All staff will be trained in upkeep protocol and troubleshooting for the ventilation system and carbon filters. Detailed service logs will be kept with respect to all AC and carbon filters so that staff is aware of how long a filter has been in use. Filters will be changed every 6 months or more rapidly if staff becomes aware of any odor permeating around the facility. The AC and ventilation system will be professionally monitored and maintained with biannual service appointments. Any system failures will be immediately reported to management staff and any problems that cannot be dealt with internally will result in immediately contacting a professional service technician.

All staff will have access to the CM25 Operations Manual and Service Manual, which include full operations procedures as well as service instructions. The wall mounted controller will make basic oversight simple and intuitive:

OPERATION (Wall Mounted Controller ONLY)

Control Panel

Before operating the unit, it is important to familiarize yourself with the basic controls located on the control panel.



Further, staff will be trained to conduct the following maintenance checks:

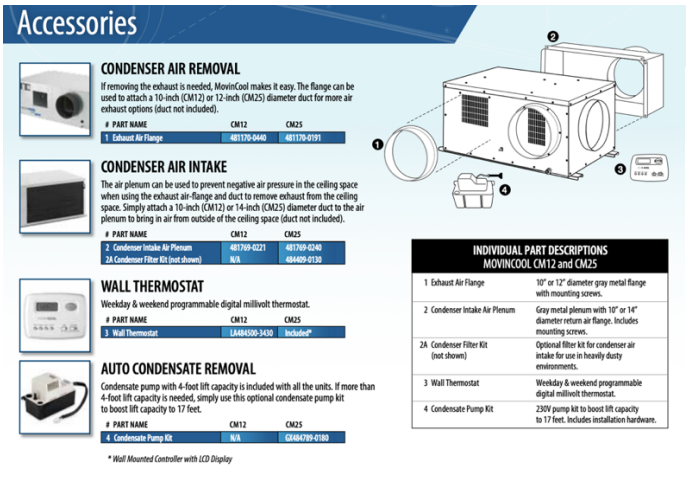
- **Cleaning Air Filters**: The air filter on the evaporator return grill should be checked weekly for dust buildup. Clean or replace air filter on a weekly basis.
- **Cleaning Condenser Air Intake**: Inspect and remove dust buildup on the condenser air intake of the unit with a vacuum cleaner as needed. (visible dust buildup)
- **Ground Fault Breaker Testing**: The ground fault breaker should be tested at least monthly.

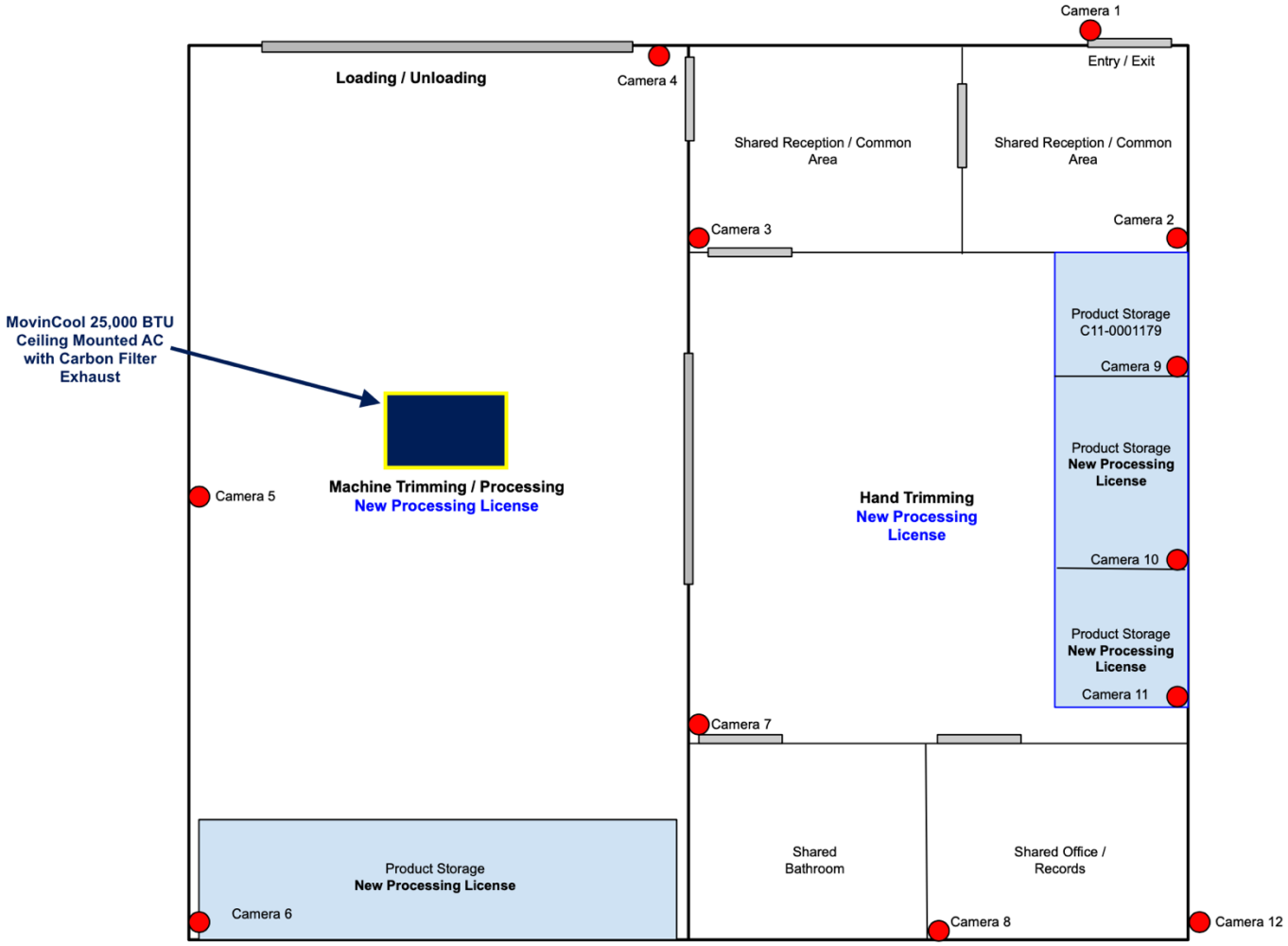
IV. Engineering Controls

The best control technology for commercial cannabis facilities is carbon filtration applied to a ventilation system's exhaust duct/flange (SRCC § 20-46.050(H)(3)). The following provides a breakdown of the features provided and benefits gained from using a carbon filtration system:

- Carbon air filters are the best technology for controlling cannabis related odor, the filters work to extract cannabis odors from the air, thereby neutralizing all noxious odors;
- By neutralizing the air, carbon filters ensure total air treatment so that potential air leaked form the facility is neutralized and odor free; and
- Carbon within the filters is designed to chemically absorb odor and other impurities found in the filtrated air.

Trim Depot is installing a 25,000 BTU ceiling mounted AC unit with an attached exhaust duct that will direct all post-filtered air exiting the distribution / storage area to the rooftop exhaust fan. The rooftop exhaust fan will also have a carbon filter that all air will pass through prior to exiting the facility. The ceiling mounted system has a threefold advantage: carbon filters can be implemented to the exhaust system thereby eliminating odors; noise will be nearly eliminated outside of the distribution / storage room; and the storage area will remain at ideal cannabis storage temperatures. See below:





1 **GROUND LEVEL TENANT PLAN**

Ceiling-Mount Series Specifications

MOVINCOOL TECHNICAL SPECIFICATIONS		CM12	CM25*
Electronic Features	Operation	Millivolt Thermostat (Not Included)	Wall Mounted Controller
	Control	Electronic	Programmable
Electrical Characteristics	Voltage Requirement	115V, 1 Phase, 60 Hz	208/230V, 1 Phase, 60 Hz
	Min. - Max. Voltage	105-125	198-250
	Recommended Fuse Size	15 amps	20 amps
Cooling Capacity and Power Consumption			
Evaporator: 80 °F, 50% RH Condenser: 95 °F, 50% RH	Total Cooling Capacity	10,500 Btu/h [1]	25,000 Btu/h [2]
	Sensible Cooling Capacity	7,200 Btu/h [1]	18,000 Btu/h [2]
	Power Consumption	1.23 kW [1]	2.90 kW [2]
	Current Consumption	11.2 amps [1]	12.6 amps [2]
Evaporator: 72 °F, 50% RH Condenser: 95 °F, 50% RH	Total Cooling Capacity	9,300 Btu/h [1]	25,000 Btu/h [2]
	Sensible Cooling Capacity	7,000 Btu/h [1]	18,900 Btu/h [2]
	Power Consumption	1.22 kW [1]	3.20 kW [2]
	Current Consumption	11 amps [1]	15 amps [2]
Evaporator	Fan Type	Centrifugal	Centrifugal
	Max. Air Flow - high/low	324/228 CFM [1]	950/800 CFM [2]
	Max. External Static Pressure	0.16 IWG	0.60 IWG
Condenser	Fan Type	Centrifugal	Centrifugal
	Max. Air Flow - high/low	700/370 CFM	1,600/1,300 CF
	Max. External Static Pressure	0.12 IWG	0.50 IWG
Compressor	Type	Hermetic Rotary	Hermetic Swing Inverter
Refrigerant	Type	R-410A	R-410A
Dimensions	W x D x H (without flange)	32 x 20 x 15.2 in	53 × 32 × 20 in
	W x D x H (with flange)	35 x 23 x 16 in	57 x 36 x 20 in
Net Weight/Shipping Weight		123/137 lbs	310/353 lbs
Condensate Pump Capacity (Internal pump included)	Pump Rate	5 gal/h	5 gal/h
	Head	4 ft	4 ft
Operating Conditions	Evaporator	65° – 95°F, 50% RH	60°F - 95°F, 50% RH
	Condenser	65° – 113° F	50°F - 113°F
Max. Duct Length	Cold Duct Hose	20 ft [3]	120 ft [3]
	Hot Duct Hose	10 ft [3]	90 ft [3]
Max. Sound Level	Under ceiling tile with evaporator duct	52 dB(A)	55 dB(A)

[1] Measured with two 6 ft ducts with one 90° bend each, supply grill and return grill with filter (0.16 IWG external static pressure) (ducts not included)

[2] Measured with two 20 ft ducts with one 90° bend each, supply grill and return grill with filter (0.30 IWG external static pressure) (ducts not included)

[3] Confirm pressure drop of duct, grills and filter with manufacturer specifications.

* Specification information shown with 230V

All specifications subject to change without notice. Standard warranty includes 12 months on entire unit and 36 months on the compressor. Visit www.movincool.com/reg for details on MovinCool's industry-best free Extended Warranty Program which includes both parts and labor on units. All models feature compressor overload relay and fan motor protection. All models also feature compressor short-cycle protection, return air thermostat, automatic restart and built-in condensate pump. Only the CM12 is 50 Hertz (Hz) compatible with a slight performance decrease from specifications listed above.

For more information visit www.movincool.com