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santa rosa, ca 95403
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4/17/2018

Dear Sir,

We have reviewed the attached odor mitigation plan, dated 4/17/2018, for the **Santa Rosa Craft Collective**.

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

A handwritten signature in blue ink, appearing to be 'MT', is written over a faint blue circular stamp.



Sincerely,
Matthew Torre, Registered Professional Engineer
15000 Inc

Company: Santa Rosa Craft Collective
335 Ohair Court
Santa Rosa, CA

Odor Control Plan Date: April 17, 2018

Policy:
Odor Control

Purpose:
To assure no offsite odor of cannabis occurs

Scope:
Facility Exterior and Surrounding Area

Responsibilities:
Chief Executive Officer (CEO) – to create, implement and supervise an odor control plan

General Procedures:
Implementing and maintaining an odor control system:

- a. The CEO will supervise installment and maintenance of an air treatment system to ensure that there is no off-site odor of cannabis. Air treatment system will consist of carbon filters on the exhaust of the ventilation system and negatively pressurizing the dispensary in relation to outside.
- b. Staff members should immediately report any odor problems to the CEO, who will implement upgrades to the system, to the facility, or to the internal cannabis handling processes of the dispensary to further deter odors.
- c. If such upgrades require the approval of any agency of the City, the CEO will seek and gain such approval before implementing the new system.

It is important to our organization that our various community plans remain transparent so all community members understand the importance of mitigated cannabis odors. Thus, our mitigation plan and records will be made available to the public and documents can be requested at our dispensary.

While cannabis products may produce an odor, under the new ordinance and state regulations all cannabis products we sell to patients will be pre-packaged at the cultivation / processing site and we will not package cannabis products on site. State regulations *CCR Code 5412. Packaging and Labeling* are explained below:

- (a) A retailer shall not accept, possess, or sell cannabis goods that are not packaged as they will be sold at final sale, in compliance with this division.
- (b) A retailer shall not package or label cannabis goods.

Active Measures

Controlled Storage: All cannabis products will be securely stored in our security storage room. The storage room will be exhausted through a carbon filter exhaust system that will remove any odors which may emanate from the pre-packaged products.

Dispensary: All areas of the dispensary will be provided with code required ventilation and air changes rates in accordance with the California Building Code. All areas will be under negative pressure in relation to outside to prevent any odors from escaping when doors are opened.

Air Pressure and Carbon Filter Control: The dispensary will be kept under negative pressure by means of an exhaust system with carbon filters for odor removal. The exhaust discharge will be designed with a high velocity outlet to eject the exhaust up and away from any neighbors or pedestrian traffic.

Best Available Technology: The combination of carbon exhaust air filtration and building pressure control represent the current best available technology.

Design: Our dispensary will have non-operable windows, meaning they cannot be opened. All our doors will be sealed with proper weather stripping, keeping circulating and filtered air inside our facility. We will not have onsite usage of cannabis products, which will help mitigate cannabis odors to our surrounding neighbors.

Monitor, Detection and Remediate: Method for Assessing Odor Impacts

We understand the importance of cannabis odor mitigation and will do our best to prevent the issue, but if odors are detected outside our facility we have a plan to review and mitigate.

Monitor: Each day the manager or supervisor on duty will assess the on-site and off-site odors for potential release of objectionable odors. The manager on duty will be responsible for assessing and documenting odor impacts daily.

The closest adjacent businesses include Thunderstruck Motors, Kids Party Central, Ongaro & Sons Heating and Air, McCoy's German Auto, Pixies Pastries and Canteen Vending Services.

Mitigate: If objectionable off-site cannabis odors are detected by the public, the following protocols will take place:

1. Investigate the likely source of the odor.
2. Utilize on site management practices to resolve the odor event.
3. Take steps to reduce the odor-generating source.
4. Determine if the odor traveled off-site by surveying the perimeter and making observations of existing wind patterns.
5. 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 Dispensary Manager, who will then notify the COO. All communication will be documented and our team will come up with a proper solution, if applicable. If necessary we will engage our certified engineer to review the problem and make recommendations for corrective action.

Staff Training: All employees will be trained on how to detect, prevent and remediate odors outside our dispensary and the proper steps outlined.

Odor Detection Documentation: The Odor Detection Form will be provided to undesirable odor observers. The form can be submitted at the dispensary.

We will maintain records of all odor detection notifications or complaints that will include the remediation measures employed. The records will be made available to the City or the general public on request

Odor Detection Record

Name of Reporting Party _____

Phone Number () -

Email Address _____

Date _____

Time: _____

Location where odor was observed:

Weather conditions (wind direction, speed)

Date/Time in which company was notified

Company personnel were notified via (circle one):

Phone Email Web Social Media In Person

Administrative Use

Mitigation Response Measures Taken: _____

Date/Time Measures Employed: _____

Were Mitigation Measures Successful?: _____

Person in responsible charge: _____

Signature, Date and Time _____