

# ZONING

## 105 Attachment 4

### Town of Otis

#### Appendix D Odor Control Plan Template

Marijuana-Infused Products (MIPs)<sup>1</sup>

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 license application number(s) and/or business file number(s) (if applicable).
  - k. Air permit and permit number (if applicable).
3. 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. Specific odor-emitting activity(ies).

This section should describe the odor-emitting activities or processes that take place at the facility, the source(s) of those odors, and the location(s) from which they are emitted.
  - c. 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, with what frequency they take place (e.g., every two weeks on Tuesdays), and for how long they last (e.g., 48 hours).
4. 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 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 not limited to, the following sections:

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<sup>1</sup> NOTE: If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, it should clearly mark all information as such.

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- 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., sixty-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 MIPs facilities 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. An MIPs facility that demonstrates all of the following does not need engineering controls to effectively mitigate odors:
    - 1) The facility does not use oil activation processes on-site and/or all products are made with activated oil.
    - 2) The facility does not use distillation or extraction processes on-site or the facility has received a permit from the Fire Department to use certain distillation or extraction processes.
    - 3) The facility does not have cultivation processes co-located on-site. (If any cultivation processes are co-located on-site, engineering controls are required.)

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 Town.
  - iii. 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 at least one of the following:

      - A) Are consistent with accepted and available industry-specific best control technologies designed to effectively mitigate odors for all sources.
      - B) Have been reviewed and certified by a professional engineer or a certified industrial hygienist as sufficient to effectively mitigate odors for all odor sources.

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- C) Have been approved by the Town as sufficient to effectively mitigate odors for all odor sources.
- 3) Components of engineering controls.

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

  - A) 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.
  - B) Operational processes.

This section should describe the activities being undertaken to ensure the odor mitigation system remains functional, the frequency with which such activities are being performed, and the role/title(s) of the personnel responsible for such activities.
  - C) Maintenance plan.

The maintenance plan should include a description of the maintenance activities that are performed, the frequency with which such activities are performed, and the role/title(s) of the personnel responsible for maintenance activities. The activities should serve to maintain the odor mitigation systems and optimize performance (e.g., change carbon filter every six months, carried out by the facility manager).
- iv. For new facilities and existing facilities without engineering controls for all odor sources on the date of rule adoption.
  - 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

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maintenance activities. The activities should serve to maintain the odor mitigation system and optimize performance (e.g., change carbon filter every six months, carried out by the facility manager).

- c. Time line for implementation of odor mitigation practices.  
The time line should begin upon receipt of approval from the Town and should include a comprehensive time line 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 time line should consist of, but is not limited to, the following:
    - i. Approval of OCP by the Planning Board.
    - ii. Approval of OCP by other Otis Town agencies.
    - iii. Purchase and installation of engineering controls.
    - iv. Inspections and approval by Otis Town 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.