



CANNABIS BUSINESS Odour Control Plan Checklist

PROPERTY INFORMATION

Information regarding the physical location of the facility.

- Civic address of property
- Legal address of property
- Name of registered property owner
- Contact information of registered property owner
 - mailing address
 - phone number
 - email address

BUSINESS INFORMATION

Information regarding the business that will be operating the facility.

- Name of business
- Name of business owners and any other authorized contacts
- Mailing address (if different than physical address of facility)
- Contact information of business owner
 - mailing address
 - phone number
 - email address

AGENT/PROFESSIONAL INFORMATION

Information regarding the professional/agency authoring the odour control plan.

- *Please note professionals must be deemed qualified in the opinion of the City Licence Inspector for the odour control plan to be considered acceptable.*

- Name of agency/independent professional
- Name of contact person/professional/applicant
- Summary of qualifications and experience
- Mailing address of agency/professional
- Contact information of agent/applicant
 - mailing address
 - phone number
 - email address

FACILITY INFORMATION

- Comprehensive description of all facility operations (e.g. sales, packaging, storage, production)
- Floor plan of facility (including location of doors, windows, ventilation systems, etc.)
- Layout of facility (including location of product, packaging areas, storage areas, etc.)
- Facility hours of operation (including identification of periods that may cause additional emissions of odor)

ODOUR MITIGATION PRACTICES INFORMATION

Detailed description of odour mitigation practices to be used.

- Staff training procedures
 - Which staff member(s) is/are designated as responsible for odour mitigation/control?
 - How and on what topics regarding odour mitigation will staff members be trained?
 - By whom will staff be trained?
 - How will staff/management address complaints regarding odour?
 - Which staff members will be responsible for addressing complaints?
- Procedural activities
 - What activities will be undertaken to mitigate odours?
 - Examples may include building management/compartmentalization such as ensuring appropriate doors are closed.
 - What mitigation activities will occur daily? Monthly? Annually?
 - What waste disposal activities will be undertaken?
- Recordkeeping systems and forms
 - What odour mitigation records will be maintained?
 - How will staff document complaints regarding odour and the action taken in response?
 - What maintenance records will be made available? (E.g. equipment replacement or repair, schedule of mitigation activities, staff completion forms for maintenance and mitigation activities, etc.)
- Engineering/technical controls
 - What technology is in place to mitigate odour? (E.g. air scrubbers, carbon filtration systems, ventilation systems)
 - How does the system in place mitigate odours? Provide relevant schematics, diagrams and any other technical system information.
 - Who installed the technology/mitigation systems? Include a summary of qualifications and experience.
 - Who operates the technology/mitigation systems on an ongoing basis? Include a summary of qualifications and experience.
 - How often are the systems maintained? (E.g. replacement of filters, etc.)
 - What is the contingency plan should the technology be disabled or rendered non-functional for any reason?
 - Is the control system in place consistent with industry best practice? Please provide evidence supporting this conclusion.