

CHECKLIST OF REQUIRED DOCUMENTS
FOR CITY MARIJUANA LICENSE RENEWAL APPLICATIONS
WHICH MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO LICENSE EXPIRATION DATE

Renewals are mailed directly to licensees at their business mailing address and cannot be found on the web. Each renewal letter is personalized with your license Expiration Date, Renewal Due Date, and Other City Conditions that need to be addressed to be compliant. If licensee does not timely file their renewal at least 45 days prior to expiration date, they must also pay \$5,000 late filing fee. Renewals filed after license expiration date will not be accepted and will require closure and new license application.

The Licensee is responsible to have contacted, via group inspection scheduling email, city inspecting departments, to have their facility re-inspected to be approved by each department at time of renewal per the Request for Renewal Inspections Form.

- Turn in this Completed Checklist with all items attached checked off

- MMB OR RMB Cover Letter mailed from City Licensing (License Expiration Date, Date Renewal is Due, and Renewal Fee Description, and Any Additional City Conditions Required Addressed at time of the renewal.)

- Acknowledgment of Request for Renewal Inspections Form-MUST be included with your renewal application
 - Please read, initial and sign where indicated
 - Include the date the Inspection Request was emailed
 - Inspection-Fire Department Pre-Planning Sheet
 - Inspection- Planning & Development Services **(for Grows, also include completed Odor Control Plan)**

- Completed City Application six pages in length with box marked for “renewal” with each question answered or “N/A” added in each field

- Include City Application and appropriate renewal application fee for renewal.

- Check Yes or No if there are changes submitted Attachments A-J on page 5 and include Renewing Representatives on page 5 of Application.

- Include Authorized Signature, Signer’s Print Name, Title and Date on page 5 of Application

- Page 6 of the City License Application for renewal is for City Staff Only, including route for Sales Tax Review

- Always register your facilities energy use in Energy Star Portfolio Manager tool and describe how 100% of your electrical use is offset.

- Always include Renewal Summary report with State License Tier or Type listed for last 12 months of operation, including number of patients (if applicable), plant count, amount of MJ sold, amount of MJ purchased, the types of MJ sold, and details on any police calls or on-site violations.

- Always include your city keyholder summary list (all other persons not listed will be removed).

- Always include Attachment E: new Certificates of Insurance because they will have expired during year.

- Only include Attachments A-J as additional documents if the attachments submitted with original Application have changed since they were originally filed (please note other applications may be required). Some examples are: Attachment D: Submit a copy of new lease document if it has been renewed and/or extended, or Attachment J: Submit new bank records if your business bank account has changed.

Instructions Form- Request for Renewal Inspections of Marijuana Businesses:

Please carefully read the following form and note the instructions and deadline for requesting your inspections. This form must be returned with your renewal to include the initials of the Licensee or Authorized Agent of the marijuana business.

Please note that you must request inspections within ONE WEEK- 7 CALENDAR DAYS after you receive your city renewal packet. You will schedule your inspections online here: [https:// bouldercolorado.gov/schedule-cannabis-license-inspection](https://bouldercolorado.gov/schedule-cannabis-license-inspection)

[initials____] Marijuana Licenses that fail to renew by the license expiration date due to the fault or delay of owner or appointee in scheduling inspections, meeting departmental requirements, and obtaining required approvals shall be deemed an expired license according the B.R.C. 6-14-15 (d) and 6-16-15 (d).

[initials____] Once expired, the Licensee shall close the licensed location(s) and not distribute, produce, test or transport marijuana or marijuana products, nor allow any customers into the licensed premises. The City shall require a new application and new license shall be required to be issued prior to reopening at the location of the business.

Our inspection checklists are located at:
<https://bouldercolorado.gov/media/4789/download?inline=>

Please review our checklists so you know what we expect, at a minimum, during inspections.

LICENSEE NAME(S)_____

TRADE NAME(S)_____

CITY LICENSE NUMBER(S)_____

PREMISE ADDRESS(ES)_____

TYPE OF LICENSE(S)_____

DATE INSPECTION REQUEST SENT_____

Must be within 7 calendar days from the date of receiving your renewal application

Signature Owner- Authorized Agent

Date

Printed Name

Title

Please be sure your email is on Licensing’s email distribution list to receive marijuana updates from the city.



City of Boulder

Finance Department

Tax and License Division

Sales and Use Tax Licenses • Liquor Licenses • Special Event Liquor Permits
Miscellaneous Licenses • Marijuana Business Licenses

Licensee Name: _____ Trade Name (d/b/a) _____
for City License # _____ at Premise Address _____:

DUPLICATE FORM: USE PRE-PRINTED COVERSHEET IF RECEIVED: A City of Boulder Marijuana Business License Application is also required for your annual license renewal.

For questions about the City of Boulder’s license renewal process you can call the Licensing Division at 303-441-4192 and select “marijuana” or email: LicensingOnline@bouldercolorado.gov.

The City of Boulder’s Tax and License Division must receive your complete License Application for renewal and your renewal fee payable to City of Boulder no later than 45 days prior to your expiration date. Failure to timely file the License Application for renewal and to remit the renewal fee may result in requirement for your business to file for a New License and to close until that new License is issued. It is in your best interest to timely file your city renewal application and fee.

Your current License is valid for a 1 year period and now expires on _____.

City Licensing can provide your 45 day pre-file deadline which is _____.

Your City License Renewal fee is:

State License Type:	_____	(Tier 1, Type 2 etc)
Applicable City Renewal Fee:	\$ _____	(see attached chart)
Any added City fees:	\$ _____	(e.g. water extract fee)
City Total Renewal Fee:	\$ _____	

You may return the enclosed Renewal Application and City of Boulder Check to:

City of Boulder
P.O. Box 791
Boulder, CO 80306
Attention: Tax and License Division

Applicable Business Mailing Address Changes (please note that all other changes will require a city change form, other required attachments, and in some cases, a new license application):

License Application. Please note that maintenance of complete books and records of the above business accounting is an on-going obligation of a licensee and that such records are subject to review and audit by City Finance department.

(B) In addition, all of the above named individuals, MUST ALSO BE FINGERPRINTED, MUST PROVIDE A BACKGROUND CHECK AND FINANCIAL INTERESTS RECORD FORM, MUST UNDERGO A BACKGROUND CHECK, and provide any other documentation permitted by Chapter 6-14, B.R.C. evidencing good moral character.

2. Who, besides the owners listed in this application (including persons, firms, partnerships, corporations, limited liability companies etc.) has loaned, will loan or give money, inventory, furniture or equipment to or for use in this business or who will receive money from this business. Attach a separate sheet if necessary (not required for Renewals unless there are Amendments).

NAME	TITLE	% OWNED	BACKGROUND INCLUDED?

Attach copies of all notes and security instruments, and any written agreement, or details of any oral agreement, by which any person (including partnerships, corporations, limited liability companies, etc.) will share in the profit or gross proceeds of this establishment, and any agreement relating to the business which is contingent or conditional in any way by volume, profit, sales, giving of advice or consultation.

3. Has any person listed in response to questions 1 or 2 ever been convicted of a felony or charged or found liable in any civil or administrative proceedings for violations of any law, rule or regulation in federal, state, court or other body with jurisdiction? _____ Yes _____ No

4. Has any person listed in response to questions 1 or 2 ever been convicted of driving or operating other machinery under the influence of alcohol, drugs or medication, or driving while impaired or driving with excessive alcohol content in a federal, state, or other court? _____ Yes _____ No

5. Has any person listed in response to questions 1 or 2 ever been convicted of a crime or completed any portion of a criminal sentence in a federal, state, or other court or charged or found liable in any civil or administrative proceeding for violations of any law, rule or regulation? _____ Yes _____ No

If the answer is yes to questions 3 to 5 for violations of law, please provide the information on the below chart:

(if necessary, provide additional information on a separate sheet)

Person's Name	Name and Location of Court	Charge alleged	Sentence or Disposition	Date of Sentencing or Disposition	Last date of incarceration /parole/probation/monitor payment of fines or fees

6. Has any individual listed in response to questions 1 or 2 been denied an application for a medical marijuana business or had a medical marijuana business license revoked by any jurisdiction? _____ Yes ___ No

Explain: _____

7. Has any individual listed in response to questions 1 or 2 had a liquor license denied, suspended or revoked by any jurisdiction? _____ Yes ___ No

Explain: _____

8. Has any individual listed in response to questions 1 or 2 had a professional or other license denied, suspended or revoked by any jurisdiction? ___ Yes ___ No

Explain: _____

9. Does any individual listed in response to questions 1 or 2 hold or ever held a Marijuana Business License in Boulder or any other jurisdiction? ___ Yes ___ No

Name: _____ Address: _____

Type of Business: _____ Date/ License #: _____

Explain: _____

10. Has any individual listed in response to questions 1 or 2 had a business temporarily or permanently closed for failure to comply with any health or safety law? ___ Yes ___ No

Explain: _____

11. Has any individual listed in response to questions 1 or 2 had an administrative, civil, or criminal finding of delinquency for failure to pay sales or use tax, or any other tax? ___ Yes ___ No

Explain: _____

12. Does the Applicant have legal possession of the proposed licensed premises for at least 12 months from the date that this MMB license application was filed by virtue of ownership, lease or other arrangement? Applicant must provide copy of recorded Deed, or signed Lease or Other possession evidence.

___ Ownership ___ Lease ___ Other (explain in detail- use extra sheet) _____

If leased, list name of landlord and tenant, and date of expiration EXACTLY as they appear on the lease:

Landlord	Tenant	Expires

If premises are leased, attach written lease allowing a medical marijuana business in space or landlord letter.

13. Is this proposed premise location the only location that is affiliated with this business? ___ Yes ___ No

If there is another location associated with this business entity, please list all other premise location addresses both in and outside of Boulder (i.e. all dispensaries, grow locations and MIPs which operate in concert with this business entity):

14. Are the premises to be licensed within 1,000 feet of any school, university, licensed child care center, or addiction recovery facility? ___ Yes ___ No

15. Is this proposed premise within 500 feet of any other marijuana business, in a mixed use development, or the Mall proper or in the University Hill commercial area? ___ Yes ___ No

Applicant should be conversant with BRC Chapter 6-14 on Medical Marijuana and should answer questions on local laws:

16. Does the Applicant propose to have retail sales of medical marijuana infused products? Yes No

If yes, what items will be sold? _____

17. Describe how applicant will offset 100% of its electrical consumption with renewable energy or carbon offsets at its Medical Marijuana business location: _____

18. If applicant will sell medical marijuana, describe the other caregiver services that will be provided to patients in compliance with Boulder's required definition for Wellness Centers other personal services: _____

19. Has the Applicant implemented the Neighborhood Responsibility Plan submitted with this application? Yes No

20. If Applicant intends to operate as a greenhouse/ nursery or a manufacturing use, is the plan to prevent mold and wastewater discharge attached to this application? Yes No

21. Is Applicant familiar with Boulder's laws regarding medical marijuana and agree to comply with all of its requirements and prohibitions? Yes No

22. Has Applicant had proper ventilation for filtration of product odor inspected and approved as required by City of Boulder? Yes No

23. Does Applicant have a statement on the amount of projected daily average and peak electrical load for the business and a certification from the landlord and the utility provider that the business location is equipped to meet those requirements? Yes No

24. Will the applicant maintain 40 days of video recordings in an off-site location in the city or through a service over a network that provides on demand access? Yes No

25. State the name and contact information for the company monitoring the alarm system for the MMB _____

Related to City Business License and Business Operations, the Applicant should answer the Following:

26. Does the Applicant already have or have applied for a City sales and use tax license? Yes No
If yes, what is the Issued Date _____ OR Application filing date _____ of the City license?

27. Anticipated Business Opening Date: _____

28. If Applicant is a business entity, provide Registered Agent's Name, electronic mail address, and Street Mailing Address:

Registered Agent's Name, Street Mailing Address and electronic mail address Included above

Applicant Name: _____ Trade Name: _____

Premise Address: _____

Application Contact Name (please print): _____

Two (2) Application Contact Business Cell Phone Numbers: _____

Two (2) Application Contact Business E-mail Addresses: _____

ADDITIONAL DOCUMENTS TO BE SUBMITTED WITH NEW LICENSE APPLICATIONS BUT NOT REQUIRED FOR ANNUAL RENEWAL APPLICATIONS UNLESS THERE ARE CHANGES.

For Renewals, are there changes to submitted original Attachments A to J? _____ Yes ___ No
_____ Renewing Representative's Initials

If so, then Licensee should submit new ATTACHMENTS to properly report any and all changes.

STAFF REVIEW DATABASE DOCUMENTS: Checklist of Required Documents, City License Application, Zoning Review Form, and Attachment F-Operating Plan entire and General Floor Plan diagram.

ALL ATTACHMENTS IN HARD COPY FORM

ATTACHMENT A: Applicant Corporation, Partnership, or Limited Liability business formation documents, management agreements, and operation agreements as specified in B.R.C. 6-14-5 (a) (1) (C).

ATTACHMENT B: Background Check and Financial Interests Reports, Fingerprints, and Identification copies for all Owners, Officers, Directors, Partners, Managing Members, City Keyholders, Financiers, and Primary Caregivers and individuals named in the application. Evidence of Rehabilitation or Court Documents for Disposition if applicable as specified in B.R.C.6-14-5 (a) (10) and 6-14-5 (b).

ATTACHMENT C: Summary List of all loans, notes, and gifts, and executed and complete copies of same as specified in B.R.C. 6-14-(a) (2).

ATTACHMENT D: Lease or Deed to Business Premise, signed by all parties, term current, & valid for 1 year from License Issuance as specified in B.R.C. 6-14-5 (a) (4)

ATTACHMENT E: Insurance Certificate or compliance evidence with B.R.C. 4-1-8 as in B.R.C. 6-14-5 (a) (5)

ATTACHMENT F: Operating Plan with products and services description, dimensioned floor plan, neighborhood responsibility plan, ingestible items production (if any), energy reporting & offsets, and mold and wastewater discharge plan (if any) as specified in B.R.C. 6-14-5 (a) (6).

ATTACHMENT G: Security Diagram and Text Explanation with Confidential Portions Marked and Confidentiality Reason Identified as specified in B.R.C. 6-14-5 (a) (7), including the location of the off-site camera recordings and the identity of the alarm system monitoring company.

ATTACHMENT H: Lighting Diagram and Text Explanation for Premises as specified in B.R.C. 6-14-5 (a) (8).

ATTACHMENT I: Business License for Sales tax with Zoning Confirm Form; B.R.C. 6-14-5 (a) (9) & 6-14-7 et seq.

ATTACHMENT J: Business Entity Bank Records for the last 3 months for an existing business of all checking, savings, and other bank accounts where those bank accounts include deposits and expenditures for business-related activities, including without limitation, all sales and use taxes paid to the state and the city, purchase of inventory and equipment, and payment of owners and employees. This applies to business entity submitting Application. Please note that maintenance of complete books and records of above business accounting is an on-going obligation of a licensee and that such records are subject to review and audit by City Finance department.

PAYMENT OF ALL FEES AS REQUIRED BY B.R.C. 4-20-64.

Oath of Application

I declare under penalty of perjury in the second degree that this application and all attachments are true, correct, and complete to the best of my knowledge. I also acknowledge that it is my responsibility and the responsibility of my agents and employees to comply with the provisions of the Boulder Revised Code and all Rules and Regulations which govern my Medical Marijuana Business License Application and any issued Medical Marijuana Business License.

Authorized Signature	Printed Name and Title	Date

Marijuana Renewal Summary Report

INSTRUCTIONS

Complete the fields below for the last 12 months of operation. If a field does not apply, then mark it as "N/A."

Note: A separate summary report is required for each city license. Do not combine multiple licenses in one report.

Applicable License:

City License Number: _____ State License # & Tier/Type: _____

License Name: _____ Trade Name/DBA: _____

License Type (select one):

- | | | |
|--|---|--|
| <input type="checkbox"/> MMB Wellness Center | <input type="checkbox"/> MMB Greenhouse/ Grow | <input type="checkbox"/> RMB/MMB MIP |
| <input type="checkbox"/> RMB Dispensary | <input type="checkbox"/> RMB Greenhouse/Grow | <input type="checkbox"/> RMB/MMB Testing |

Licensed Premise Address: _____

Number of Patients: _____ Plant Count: _____

Amount of Marijuana Sold or Shipped in the past year (include total pounds for this location only):

Bud/flower: _____

Trim: _____

Immature Plants: _____

MIP Products: _____

Types of Marijuana Sold or Shipped: _____

Details of any police calls or on-site violations (include incident date, reporting party, police report # if known, and brief description of subject and resolution of all police calls and on-site violations):

City Renewal fees:

Manufacturer Infused Product license for MMB and RMB- \$3,560

or

Testing Facility- \$3,560

or

RMB Stores- \$3,560

or

MMB Stores-type 1- \$3,560

MMB Stores- type 2- \$4,050

MMB stores- type 3 +- \$4,550

or

MMB grows- type 1 (1 to 1,800 plants)- \$3,560

MMB grows- type 2 (1,801 to 3,600 plants)- \$4,050

MMB grows- type 3 (3,601 to 6,000 plants)- \$4,550

MMB grows- type 4 (6,001 to 10,200 or more)- \$5,050

+ \$500 for Water Extraction Area on Grow renewal license if applicable (please note if this is a newly added area, then a major modification application with all city inspections must be first be completed).

or

RMB grows- tier 1 (1 to 1,800 plants)- \$3,560

RMB grows- tier 2 (1,801 to 3,600 plants)- \$4,050

RMB grows- tier 3 (3,601 to 6,000 plants)- \$4,550

RMB grows- tier 4 (6,001 to 10,200 or more)- \$5,050

+ \$500 for Water Extraction Area on Grow renewal license if applicable (please note if this is a newly added area, then a major modification application with all city inspections must be first be completed).



City of Boulder Climate Initiatives

To: New and Renewing Licensed Cannabis Cultivation Facility Owners
From: The City of Boulder Climate Initiatives Department
Re: License Requirements for Energy Reporting and Electricity Offsets

As part of the City of Boulder cannabis cultivation licensing requirements, two aspects are overseen by the city's [Climate Initiatives Department \(CID\)](#). The two ordinance requirements explained in this memo and overseen by CID were approved and enacted by City Council due to the city's aggressive [Climate Action Plan](#) goals and targets that are intended to curb and adapt to the global climate emergency.

All licensed cultivation facilities must:

- (1) Report monthly electricity use in the city's designated online database, and
- (2) Offset the electricity used in the facility from the city's approved offset list.
Note: These two requirements are just part of the City of Boulder licensing protocols for cannabis cultivation facilities' overall annual compliance.
- (3) Ensure emails from EIOF@bouldercolorado.gov can be received.

The instructions and obligations for complying with the requirements are outlined below, and here: [Energy Requirements for Marijuana Grows | City of Boulder \(bouldercolorado.gov\)](#)

Energy Reporting

1. ***What energy needs to be tracked?***

Medical and recreational cannabis cultivation facilities are required to track the monthly electricity use in kilowatt-hours (kWhs). This information is retrieved from the utility billing statements (Xcel Energy monthly bills) or from the property management company's monthly Common Area Maintenance (CAM) charges.

2. ***Where do you track the monthly kWh use?***

The city requires all licensed cultivation facilities to maintain an ENERGY STAR Portfolio Manager (ESPM) account, which is where the monthly kWhs are tracked. ESPM is a free online database supported by the Environmental Protection Agency (EPA). This database tool was developed for commercial property owners and businesses that want to track their resource use, such as energy and water, renewable energy, waste reduction, etc.

3. ***What if I'm buying an existing cultivation license and that owner already has an ESPM account?***

The new business will register and set up a new ESPM account under the new name and contacts. Then the current owner, once fully compliant with all offset obligations paid to date, will transfer the facility's historical energy use into the new owner's ESPM account. Please see [specific instructions on how to transfer](#) an existing ESPM account to the new business taking over the cultivation facility.

Selecting Electricity Offsets

1. ***I'm a new cultivation facility owner, how do I select electricity offsets?***

The city has a list of approved offsets, and only those qualify as compliant offsets for this requirement. As a new owner, please fill out the electronic form that states your businesses' name, address and other information, including how you will comply with the offset requirement. The electronic form for selecting offsets is [here](#).



City of Boulder Climate Initiatives

2. *I selected my offsets by submitting the electronic form, now what do I do?*

Submittal of the form informs CID staff that you are a new owner on record, and you've selected how you will be compliant with the offset requirement. Due to the supply and demand of other offsets, the city's Energy Impact Offset Fund (EIOF) is the easiest option. Whether you are paying into the city's EIOF or are subscribed to another offset program, you are responsible for data entry of monthly kWh use in ESPM. This monthly kWh use is how the city calculates your offset fee on a bi-annual basis.

The offset fee obligation is calculated in arrears. A facility must use the electricity, track it, input it into ESPM monthly, then the city will access that information from the database and calculate the fee twice per year. The CID issues offset invoices in January and July each year for the previous year's offsets. If the license was transferred, the previous owner pays the offset obligations through the date they left the premises. You will pay offsets starting from the date you first occupy the facility onward.

3. *How much is the city's offset fee?*

City Council originally adopted a higher fee that has since been reduced to \$0.0207 per kWh. As the EIOF revenue is used to fund renewable energy projects, the fee will continue to be reduced. Electricity used in January 2022 forward will be further reduced to \$0.0185 per kWh.

The goal of the fund is to assist in putting more renewable energy projects on the ground locally, which in turn puts more renewable energy into the energy grid mix.

4. *Once I receive an Electricity Offset invoice, how do I pay it?*

CID staff will email your invoice to at least two contacts at your facility. Once received, you have 30 days to pay the invoice. You can pay it in multiple ways, shown on the bottom of the invoice and also on the [website](#).

5. *What if I can't pay the invoice within the 30-day term requirement?*

To show compliance with this ordinance requirement, you must pay down the bill monthly and have it paid off before your annual license renewal and/or the next electricity offset invoice is issued.

6. *How do I reduce my fee obligation?*

The best way to reduce the amount of offset fee you pay is to make your grow operation as efficient as possible. Lighting is the biggest consumer of electricity in grow facilities and installing more efficient lighting would therefore reduce your electricity use. If you reduce your electricity use, you'll reduce the fee, which is based on the amount of kWhs used monthly. To learn more about reducing your facilities' energy use and how to receive rebates and EIOF credits for implementing energy efficiency upgrades complete [this interest form](#).

For questions regarding energy reporting and/or electricity offset fees and invoices, contact the CID at EIOF@bouldercolorado.gov.

For help with payments, contact the city's Finance Department at AR-CSS@bouldercolorado.gov.

Thank you.

For payments to the City Energy Off-Set Fund:

Cash payments must be made by appointment at the
Boulder County Financial Services Office
Boulder County Courthouse,
1325 Pearl St., first floor.

Hours: 8:30 am - 4:30 p.m. M-F
Carol Andreo at BoulderEnergyOffset@bouldercounty.org
303-441-3542

Check payments mailed to
Boulder County Financial Services,
Attn: City EIOF
P.O. Box 471
Boulder, CO 80306

Checks made out to: **City of Boulder EIOF**

PLEASE NOTE: Include the bottom portion of your invoice with payment.



BOULDER FIRE PRE-PLAN SHEET

DATE:

Business Name:

City License #

Type of Business: Wellness Center Dispensary Grow MIP Testing
Recreational Medical

Bus. Address: Street Unit # City **Boulder** Zip

Business Owner:

Name	Phone #	Cell #
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mailing Address	E-Mail Address
<input type="text"/>	<input type="text"/>

Business Owner:

Name	Phone #	Cell #
<input type="text"/>	<input type="text"/>	<input type="text"/>

(If Applicable)

Mailing Address	E-Mail Address
<input type="text"/>	<input type="text"/>

Business Manager:

Name	Phone #	Cell #
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address
<input type="text"/>

Building Owner:

Name	Phone #	Cell #
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address
<input type="text"/>

Building Property Manager:

Name	Phone #	Cell #
<input type="text"/>	<input type="text"/>	<input type="text"/>

E-Mail Address
<input type="text"/>

**** This form must be completed and legible, emailed to wrighta@bouldercolorado.gov prior to scheduling all initial (first) inspections. To schedule the appointment, please contact our Administrative Specialist II, Amber Wright @ (303) 441-4179.**



ODOR CONTROL PLAN TEMPLATE FOR MARIJUANA CULTIVATION

1. FACILITY INFORMATION

- a.** Name of facility (LLC and dba)
- b.** Name, phone number, and email of facility owner/licensee
- c.** Name, phone number, and email of facility manager, and any authorized keyholders
- d.** Facility physical address
- e.** Facility mailing address (if different from physical address)
- f.** Facility type (dispensary, grow, MIP, or testing lab)
- g.** Facility hours of operation
- h.** Description of facility operations
- i.** Emergency contact information (if different from sections b and c)
- j.** City marijuana business license number(s)

2. 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.

b. Specific odor-emitting activity(ies)

This section should describe the odor-emitting activities or processes (e.g., harvesting) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and reference the location(s) from which they are emitted (e.g., flowering room) on the floor plan.

NOTE: If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, they should clearly mark all information as such. This does not guarantee that such information will be exempt from disclosure under the Colorado Open Records Act. See C.R.S.§24-72-200.r-206.

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 (e.g., harvesting), with what frequency they take place (e.g., every two weeks on Tuesdays), the times of day that they take place (e.g. each Wednesday from 5AM to 7AM), and how long they last (e.g.,48 hours).



3. ODOR MITIGATION PRACTICES (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. Descriptions of 'administrative controls' and 'engineering controls' shall include, but are not limited to, the following sections:

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., 60 minutes 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 marijuana cultivation facilities is carbon filtration. Facilities equipped with alternative engineering controls for odor sources shall provide 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 odor 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.

ii) 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 in detail 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 (e.g., bud room exhaust). The description should include installation, maintenance, and use documents from the equipment manufacturer. The CFM calculator at the following link may be useful in determining your system design: <http://www.phreshfilter.com/tools/cfm-calculator>.

Otherwise you may need the assistance of a mechanical engineer, but must fully answer each question.

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 performed, and the role/title(s) of the personnel responsible for such activities (e.g., when trimming activities are conducted, X personnel are responsible for isolating the trim room from non-odorous areas of the facility and for ensuring the exhaust system is operational and routed through odor mitigation systems).

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 6 months, carried out by the facility manager).

ODOR CONTROL PLAN EXAMPLE

This example will demonstrate the level of detail expected in the OCP

(All information is fabricated and not intended to represent any existing facility)

Business Name and Cool Logo Go Here (if you want)

ODOR CONTROL PLAN (OCP) FOR MARIJUANA CULTIVATION

The following Odor Control Plan (OCP) was developed to establish consistent and compliant business practices based on the requirement outlined by the Boulder Revised Code for medical and recreational marijuana businesses under 6-14-6(a)(12) and 6-16-6(a)(12):

NOTE: If the owner or operator of a facility believes that certain information contained in its odor control plan is confidential, they should clearly mark all information as such. This does not guarantee that such information will be exempt from disclosure under the Colorado Open Records Act. See C.R.S. §24-72-200.r-206.

1. FACILITY INFORMATION

a. Name of facility (list both LLC name and Trade name):

- 1) Good Times LLC / Tried and True

b. Name, phone number, and email of facility owner/licensee:

- 1) Joe Smith, 720-309-3461, joesmith@gmail.com

c. Name, phone number, and email of facility manager, and any authorized keyholders:

- 1) Jane Kelly (Facility Manager): 303-445-9076; janeKelly@gmail.com
- 2) Jonah Belly: 607-351-9371; candy4me@gmail.com
- 3) Tom King: 908-456-9071; kinglyj@gmail.com
- 4) Kim Little: 407-345-9087; littlek@gmail.com

d. Facility physical address: 1227 Quiet Lane Unit B Boulder, CO. 80302

e. Facility mailing address: 6100 S. 98th Ave Denver, CO. 60721

f. Facility type: Grow

g. Facility hours of operation: 8am-9pm Sunday – Saturday

h. Description of facility operations: Facility operations include growing and processing of raw marijuana product. Harvest stages occur once every six weeks.

i. Emergency contact information:

- 1) Joe Smith (Owner): 720-309-3461; joesmith@gmail.com

2) Jane Kelly (Facility Manager): 303-445-9076

j. City marijuana business license number: 17-0400

2. FACILITY ODOR EMISSIONS INFORMATION

a. Facility floor plan:

- 1) Carbon filter locations marked in GREEN
- 2) Odor sources marked in RED

THIS IS VERY IMPORTANT - ATTACH FLOORPLAN HERE (at a minimum include):

- 1) Mark cubic room size for each room.
- 2) Mark names of each room (i.e., “FLOWER ROOM/WEST” OR “DRY ROOM”)
- 3) Mark locations of carbon filters and fans
- 4) Mark carbon filters as either standing or hanging
- 5) Mark locations of scrubbing filters and exhaust filters
- 6) Mark odor sources such as flower rooms and trim rooms
- 7) Attach carbon filter manufacturer information to this OCP

*****You may need an architect to help you draft a floorplan.**

b. Specific odor-emitting activities:

This section should describe the odor-emitting activities or processes (e.g., harvesting) that take place at the facility, the source(s) (e.g., budding plants) of those odors, and reference the location(s) from which they are emitted (e.g., flowering room) on the floor plan.

- 1) Flower Rooms: Flowering plants emit most of the odor coming from grow facility. These plants are in “Flower Room 1/East & “Flower Room 2/West. The harvesting process for plants occur within their own flower rooms and are transferred via cart to the “Dry/Security” room.
- 2) Dry Room: In this room, fully mature and harvested flowering plants are stored and dried before being processed by the trim crew. During drying periods, this room will be the main source of odor emissions.
- 3) Trim/Storage Room: Once plants in dry room are fully dry, they will be transferred to this room (refer to facility floor plan) for processing (bucking/de-stemming) and transferred back to “Dry room” until the final trim process. Bucking, de-stemming and trimming are all processes that agitate the product and produce a significant amount of odor.
- 4) Waste/Shredding Room: Once waste has accumulated, employees will use an electric woodchipper in this room to break down left-over plant waste that will then be mixed with soil or a similar substance to render product unusable and unrecognizable per local and state regulation.

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 (e.g., harvesting), with what frequency they take place (e.g., every two weeks on Tuesdays), the times of day that they take place (e.g. each Wednesday from 5AM to 7AM), and how long they last (e.g., 48 hours).

- 1) Harvesting: Harvesting occurs once every 6 weeks at which point odor-emissions can be

expected to be at their peak in the flowering rooms until the end of the day at which point all harvested plants are transferred to the dry room.

- 2) Dry Room: The “Dry Room” will have increased odor emissions following the harvesting process and will decrease significantly over the course of 7-10 days and eventually be gone once the bucking process is undergone.
- 3) Trim/Storage Room: 7-10 days following the harvesting process, the plants in “Dry Room” will be de-stemmed/bucked and stored in air-tight containers. Once product is in air-tight containers, odor emissions are lessened until the final trim process. The final trim process is typically completed 10-20 days following a harvest.
- 4) Waste/Shredding Room: Waste typically accumulates a week after a harvest has been completed due to the de-bucking of dry stems from dry plants. The process of shredding will last approximately an hour on these days.

3. ODOR MITIGATION PRACTICES (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. Descriptions of 'administrative controls' and 'engineering controls' shall include, but are not limited to, the following sections:

a. Administrative Controls

- 1) **Procedural activities**: The following procedures should be followed to contain odor-emission and ensure maximum efficacy of carbon filters.
 - a. Flower Rooms: Doors to flowering rooms should always remain closed.
 - b. Dry Room: Once the room has been populated with drying plants, the door is to remain shut. If any activity happens in dry room, door should be shut.
 - c. Trim/Storage Room: During any type of trimming activity, the doors leading to other areas are to remain shut to prevent odorous draft from entering common area, neighboring businesses and outdoors.
 - d. Waste/Shredding Room: Before chipping begins, close door and turn on air filter.
- 2) **Staff training procedures**: As outlined above, caution is to be taken when odor-emitting activities happen. This section will outline the responsibilities for management while ensuring engineering components are functioning properly. This plan in its entirety will serve as training for employees and outline designated responsibilities. This plan will be read in its entirety annually and be accompanied by a signed sheet to ensure employees understand and agree to delegated responsibilities. Changes in staffing will be reflected on this plan.
 - a. Flower Rooms:
 - 1) **Flower 1/East**: John Smith is solely responsible for ensuring both the door to flower remains closed as well as ensuring fans and filters are functioning as designed and maintaining said equipment. Check if fans are running and place hand on mesh grating of carbon filter to ensure air flow through filter is occurring. This check should be done at the end of every day. Replacement of carbon filters happens every 6 months. Instructions for replacing filters can be found in the manufacturer’s handbook and the facility administration should produce these handbooks upon request. After replacing a filter, maintenance will be recorded on filter-maintenance log. These logs will be produced by administration.
 - 2) **Flower 2/West**: Jane Doe is solely responsible for ensuring both the door to

flower remains closed as well as ensuring fans and filters are functioning as designed and maintaining said equipment. Check if fans are running and place hand on mesh grating of carbon filter to ensure air flow through filter is occurring. This check should be done at the end of every day. Replacement of carbon filters happens every 6 months. Instructions for replacing filters can be found in the manufacturer's handbook and the facility administration should produce these handbooks upon request. After replacing a filter, maintenance will be recorded on filter-maintenance log. These logs will be produced by administration.

b. Other Rooms:

- 3) **Veg 1/Mother's Veg:** Chris Hanson is solely responsible for ensuring both the door to flower remains closed as well as ensuring fans and filters are functioning as designed and maintaining said equipment. Check if fans are running and place hand on mesh grating of carbon filter to ensure air flow through filter is occurring. This check should be done at the end of every day. Replacement of carbon filters happens every 6 months. Instructions for replacing filters can be found in the manufacturer's handbook and the facility administration should produce these handbooks upon request. After replacing a filter, maintenance will be recorded on filter-maintenance log. These logs will be produced by administration.
 - 4) **Trim/Storage:** Leah Wright is solely responsible for ensuring both the door to flower remains closed as well as ensuring fans and filters are functioning as designed and maintaining said equipment. Check if fans are running and place hand on mesh grating of carbon filter to ensure air flow through filter is occurring. This check should be done at the end of every day. Replacement of carbon filters happens every 6 months. Instructions for replacing filters can be found in the manufacturer's handbook and the facility administration should produce these handbooks upon request. After replacing a filter, maintenance will be recorded on filter-maintenance log. These logs will be produced by administration.
 - 5) **Waste/Shredding Area:** Odor mitigation during the waste process is a collective effort of the team. All employees chipping and wasting product should ensure doors are closed and the particulate and standing carbon filter are functioning properly. Engineering controls outlined in 3) Veg/Mother's Veg are enough for odor mitigation.
 - 6) **Break Room/Mantrap:** Sam Wood is responsible for ensuring the doors to the break room and common entry/mantrap remain closed.
- 3) **Recordkeeping systems and forms:** To ensure and provide proof that the odor control plan is being properly adhered to, a series of control documents will be used in conjunction with this plan. The documents will be made available by administration upon request.
- a. Records of Purchase of Replacement Carbon: When purchasing replacements for filters, new can fans or carbon filter tanks, provide proof of purchase to administration. Acceptable forms of documentation are; receipts, invoices, delivery receipts, etc.
 - b. Performed Maintenance Log: The performed maintenance log will be kept by administration and will be made available upon request. This log will track all maintenance done to carbon filtration systems. "Maintenance" includes filter changes, can-fan replacements, ducting replacements and carbon filter tank replacements.
 - c. Documentation of Malfunctions: Malfunction sheets will be made available by administration. If a malfunction is recognized during daily inspection of carbon filtration, the employee will document the malfunction on the malfunction log. Document malfunctions on malfunction log and maintenance performed to resolve

malfunction on maintenance log.

- d. Performed Training Session Log: Sign sheet to ensure that employees understand and agree to their delegated responsibilities.
- e. Routine Maintenance Signs: These signs are to be placed on each carbon filtration system to serve as a reminder for when 6-month filter replacement is due. These signs will contain an emboldened date marking the date filter needs to be replaced as well as a number that serves as a reference for which filter in the room it is.

b. Engineering Controls

1) The best control technology for marijuana cultivation facilities is carbon filtration. Tried and True's engineering controls are consistent with accepted and available industry specific best control technologies designed to effectively mitigate odors for all odor sources.

2) 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.

*****You may need a mechanical engineer to complete accurate calculations for you.**

a. System design: To sufficiently prove engineering odor control effectiveness, this section will be broken down by the sources of odor and the plan to contain said odor. This will include manufacturer CFM ratings for filtration systems, number of carbon filters per cubic feet and run times for each system per the maintenance plane previously outlined. Manufacturer's information is located after this section.

1) Flower Rooms:

1. Flower 1/East (27,223.58 cubic ft): This flower room is equipped with the following equipment to mitigate odors from both flowering and harvesting activities that happen in this room. Ducting is run directly outside via openings in roof. Given that the fans are a lower CFM, the following calculations will be based on their CFM rating. 1 carbon filter per 13,611.79 cubic ft. Filters run 24/7. All air in room is exchanged after $(27,223.58 \text{ cubic ft} / 2120 \text{ CFM} =) 12.84$ minutes.

a) DuraBreeze Lite Carbon Filter 12"x 40", 1700 CFM x 2

b) DuraBreeze Inline Fan 12" 1060 CFM x 2

2. Flower 2/West (30,613.58 cubic ft): This flower room is equipped with the following equipment to mitigate odors from both flowering and harvesting activities that happen in this room. Ducting is run directly outside via openings in roof. Given that the fans are a lower CFM, the following calculations will be based on their CFM rating. 1 carbon filter per 15,306.79 cubic ft. Filters run 24/7. All air in room is exchanged after $(30,613.58 \text{ cubic ft} / 2,727 \text{ CFM} =) 11.23$ minutes.

a) DuraBreeze Lite Carbon Filter 12"x 40", 1700 CFM x 1

b) Max-Fan Inline Fan 12" 1708 CFM x 1

c) DuraBreeze Lite Carbon Filter 10"x 40", 1400 CFM x 1

d) Max-Fan Inline Fan 10" 1019 CFM x 1

2) **Vegetative Rooms:**

1. Veg 1 (13,995.3 cubic ft): This room is equipped with the following equipment to mitigate odors that may draft into room from other odor emitting activities. Ducting is run directly outside via openings in roof. Given that the fans are a lower CFM, the following calculations will be based on their CFM rating. 1 carbon filter per 13,993.5 cubic ft. Filters run 24/7. All air in room is exchanged after $(13,993.5 \text{ cubic ft} / 780 \text{ CFM}) = 17.94$ minutes.

a) DuraBreeze Lite Carbon Filter 10"x 40", 1400 CFM x 1

b) DuraBreeze Inline Fan 10" 780 CFM x 1

2. Mother's Veg (18,553.5 cubic ft): This room is equipped with the following equipment to mitigate odors that may draft into room from other odor emitting activities. Ducting is run directly outside via openings in roof. Given that the fans are a lower CFM, the following calculations will be based on their CFM rating. 1 carbon filter per 9,276.75 cubic ft. Filters run 24/7. All air in room is exchanged after $(18,553.5 \text{ cubic ft} / 1,799 \text{ CFM}) = 10.31$ minutes.

a) DuraBreeze Lite Carbon Filter 10"x 40", 1400 CFM x 1

b) DuraBreeze Inline Fan 10" 780 CFM x 1

c) DuraBreeze Lite Carbon Filter 10"x 40", 1400 CFM x 1

d) Max-Fan Inline Fan 10" 1,019 CFM x 1

3) **Trim/Storage Room** (4,474.5 cubic ft): This room is equipped with the following equipment to mitigate odors that are emitted during trimming activities. Ducting is run directly outside via openings on roof. Given that fans are a lower CFM, the following calculations will be based on their CFM rating. 1 carbon filter per 4,474.5 cubic ft. Filters run 24/7. All air in room is exchanged after $(4,474.5 \text{ cubic ft} / 1,019 \text{ CFM}) = 4.39$ minutes.

a) DuraBreeze Lite Carbon Filter 10" x 40", 1400 CFM x 1

b) Max-Fan Inline Fan 10" 1,019 CFM x 1

4) **Dry Room** (7,618 cubic ft): This room is equipped with the following equipment to mitigate odors that are emitted during the drying of flowering plants and harvesting activities. Ducting is run directly outside via openings on roof. Given that the fans are a lower CFM, the

following calculations will be based on their CFM rating. 1 carbon filter per 7,618 cubic ft. Filters run 24/7. All air in room is exchanged after (7,618 cubic ft / 1060 CFM =) 7.19 minutes.

a) DuraBreeze Lite Carbon Filter 12" x 40", 1700 CFM x 1

b) DuraBreeze Inline Fan 12" 1060 CFM x 1

- b. Operational processes: A description of operational processes and associated delegated responsibilities can be found in section 3(a)(2). Please refer to this section for further information.
- c. Maintenance plan: Routine maintenance and replacement of carbon filters is to be completed once every 6 months. In between these periods, routine checks for any malfunctions will be done daily. Any maintenance done in between the 6-month replacement timeframe will be done only if malfunctions in filtration system occur.