



Air Filtration System Policy for Cannabis Cultivation Facility

Purpose:

The purpose of this policy is to ensure that air filtration systems within the cannabis cultivation facility are properly maintained and operated in compliance with health and safety state regulations, while maintaining optimal environmental conditions for both the plants and staff. This includes ensuring the environment around the facility remains free from odor issues and that the air filtration system operates efficiently to prevent contamination and ensure proper ventilation.

Scope:

This policy applies to all staff members responsible for air filtration system monitoring, maintenance, and reporting, including but not limited to facilities management and cultivation staff.

Policy Guidelines:

1. Shift Smell Check

- **Objective:** To ensure no odor leakage from the facility to prevent potential non-compliance with local regulations and maintain a discreet environment.
- **Procedure:**
 - At the beginning and end of every shift, designated personnel will perform a comprehensive odor inspection around the facility.
 - Any unusual or strong smells detected outside the designated filtration areas must be immediately reported to the facilities manager.
 - If odors are detected, the air filtration system and other components must be checked for operational failures, such as filter blockages or air flow issues.

2. Daily Negative Pressure Check

- **Objective:** To verify that negative pressure is maintained throughout the facility, ensuring that air flows inward to prevent contaminants from escaping.
- **Procedure:**
 - A daily negative pressure check will be performed at the start of each shift.
 - The designated personnel must use a lighter in the cultivation room slightly open doorway, ensuring the facility maintains appropriate negative pressure relative to the outside environment.

- The acceptable pressure differential should meet the manufacturer's recommendations and local regulatory requirements.
- Any negative pressure deviations must be reported and fixed immediately to prevent odor and contaminants from escaping.

3. Daily Motor Operational Check

- **Objective:** To ensure that the motors powering the air filtration system are operating correctly and that air filtration components function optimally.
- **Procedure:**
 - At the start of every shift, the operational performance of all motors driving air filtration fans must be assessed.
 - Staff will listen for unusual noises, check for vibrations, and ensure that the motors are running at their designated capacity.
 - If any irregularities are found, the motors should be inspected for mechanical failure, and corrective actions should be taken to ensure the filtration system operates at peak efficiency.

4. Filter Change Every Six Months

- **Objective:** To ensure that the air filters are clean and effective at removing contaminants from the air.
- **Procedure:**
 - All filters within the air filtration system will be replaced every six months per manufacturers recommendation of every 6-9 months, regardless of observed wear.
 - A thorough inspection will be performed to assess filter ventilation condition before the scheduled change.
 - Filters must meet or exceed the manufacturer's recommended specifications for the facility's air filtration needs.
 - The facilities manager will ensure that replacement filters are ordered in advance and are available when needed.

Responsibilities:

- **Facilities Manager:**
 - Ensure the proper implementation and oversight of this policy.
 - Maintain documentation of all checks, inspections, and filter replacements.
 - Provide training for all relevant staff on the operation and maintenance of the air filtration system.

- Oversee and approve any corrective actions needed if issues arise.
- **Cultivation Staff:**
 - Participate in shift smell checks and report any odor issues to the facilities manager.
 - Assist with negative pressure checks and motor operational assessments when required.
 - Ensure their work areas comply with the air quality standards outlined in this policy.
- **Maintenance Team:**
 - Perform the routine maintenance checks and filter replacements as outlined.
 - Address any operational issues with motors, fans, and filtration components promptly.

Compliance and Record Keeping:

- All checks and maintenance activities, including the shift smell check, negative pressure check, motor operational check, and filter changes, must be documented in the designated logbook or digital tracking system.
- Records must be kept for a minimum of two years to ensure compliance with regulatory requirements.
- Any corrective actions taken must also be logged, including the nature of the problem and the resolution.

Enforcement:

- Failure to comply with this policy could result in corrective actions, including retraining, disciplinary measures, or suspension of duties.
- Ongoing monitoring will be conducted to ensure adherence to these guidelines.

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