

# Odor Control Plan

## Prevention

The Contractor will ensure their operations staff is trained in the causes of odors and how to minimize the likelihood they would occur.

Contractor will evaluate odor conditions and the potential for planned operations to release objectionable odors on a daily basis. **Maintain an odor monitoring log for the City Site Contact to review if requested.**

The Contractor can request data from the City's on-site weather station which monitors wind speed and direction, ambient air temperature, humidity, and rainfall.

## Operations

If the Contractor detects an objectionable on-site odor, they will follow the following protocols:

- Investigate and determine the likely source of odor, informing the City's site contact of the odor.
- Determine if an on-site management practice could remedy the problem and immediately take steps to remedy the situation.
- Determine whether the odor is traveling beyond the site by patrolling the site perimeter and noting existing wind conditions.
- Consult with the City's Site Contact regarding the measures they will employ to control the odors.

## Complaint Procedures

Upon receipt of an odor complaint, the Contractor's staff will contact the complainant and record the following information on a form the Contractor has created for the Hornsby site:

- Complainant's name, address, email address and telephone number
- Date the complaint is made
- Date and specific time the odor was noted
- Location of the complaint (Where was the person when they noticed the odor?)
- What did they smell? The type of odor and odor intensity
- How long did they smell it?
- Weather Conditions at the time when the complaint was experienced (temperature and wind direction)
- Any other relevant information

When possible, the Contractor's staff will visit the area where the complaint was observed by the complainant.

The Contractor's staff will notify the City of the complaint immediately if possible, otherwise no later than the morning of the next business day following receipt of the complaint.

The Contractor, after receiving a complaint, will assess the complaint. If the composting facility is found to be the cause of the odor, they will consult with the City Site Contact and then after consultation with the City they will take appropriate corrective action. A record of all complaints and field notes/observations and corrective actions taken will be maintained by the Contractor.

The City will review and improve this plan annually or as needed.