



air pollution control district
SANTA BARBARA COUNTY

Cannabis Processing, Manufacturing, Distribution & Storage Application Form-104

Santa Barbara County Air Pollution Control District
260 N. San Antonio Road, Suite A
Santa Barbara, CA 93110-1315

Use this form to request a permit for cannabis processing, manufacturing, distribution and storage projects. Attach this form to general permit Form-01. Mail the completed form(s), appropriate filing fee and \$3,000 reimbursable deposit by **Check or Money Order Only** (see Rule 210 Schedule F.1 <https://www.ourair.org/wp-content/uploads/cpi-fees.pdf>) to the Air Pollution Control District (APCD) at the above address or email the application to Permits@sbcapcd.org. For more information on permitting requirements for the cannabis industry see the following link: <https://www.ourair.org/wp-content/uploads/Cannabis-Permitting-Requirements.pdf>. Fees for all cannabis permitting projects are charged on a cost reimbursement basis per Rule 210.C. Processing of the application cannot commence until the filing fee and \$3,000 reimbursable deposit have been submitted.

Company Name	
Facility Address/Location	
State Cannabis License #	
*Lead Agency Permit #	
Assessors Parcel No(s)	

* The lead agency permit is any permit issued by the city or county agency authorizing your operations in their jurisdiction.

Cannabis Operations (select all operations that will occur at the facility and fill out the associated sections)	
<input type="checkbox"/> 1. Processing (drying, trimming, etc.)	<input type="checkbox"/> 4. Non-Volatile Extraction (CO ₂ , Cold Water, Mechanical etc)
<input type="checkbox"/> 2. Distribution, Storage and/or Packing	<input type="checkbox"/> 5. Post-Extraction Refinement (winterization, de-wax etc.)
<input type="checkbox"/> 3. Volatile Extraction (Hydrocarbons, Alcohols, etc.) ¹	<input type="checkbox"/> 6. Other <input type="text"/>

1. For the purposes of District permitting, volatile extraction includes the use of any solvents such as hydrocarbons, alcohols or other chemicals which are defined as a Reactive Organic Compound (ROC) in accordance with District Rule 102.

Operating Schedule					
Hours/Day	<input type="text"/>	Days/Week	<input type="text"/>	Weeks/Year	<input type="text"/>

General Description of Business Operations and Products
Provide a general description of the business and cannabis products processed and/or created at the proposed facility. Ensure the description matched operations approved by your Cannabis State License and any Lead Agency Permit. Discrepancies between what is approved by your State Cannabis License/Lead Agency Permit and what is being applied for in this application will delay permit issuance.
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1. Processing (initial processing, trimming, drying and/or freezing of raw plant material)

Provide a detailed process description of the cannabis processing activities occurring at the facility.

Total square footage of the cannabis processing area

square feet

☐ Yes ☐ No

Will odor control systems be used in the processing operation? If yes, provide details of the odor control system (s) in section 6 on page 8, attach manufacturer specifications of the odor control equipment and include a diagram of where the odor control systems will be located in the facility.

☐ Yes ☐ No

Will any specialized equipment such as humidifiers, ovens, dryers, freezers, or electric equipment be used in the process? If so, provide details of the equipment below:

Device Description	Make	Model	Rating or Size	Units

*Attached a full equipment list or excel file to the application if additional space is required.

*The District will generally permit all equipment that comes into contact with cannabis plant material during processing operations. List all individually identifiable equipment such as dehumidifiers, trimmers, freezers, fume hoods, etc.

2. Distribution, Storage and/or Packaging

Provide a detailed process description of the distribution, storage and/or packaging activities occurring at the facility. Include details on the source of the cannabis product being stored, packaged and distributed.

☐ Yes ☐ No

Will odor control systems be used in the storage and/or packaging facility? If yes, provide details of the odor control system(s) in section 6 on page 8, attach manufacturer specifications of the odor control equipment and include a diagram of where the odor control systems will be located in the facility.

☐ Yes ☐ No

Will any specialized equipment such as humidifiers, ovens, dryers, freezers, or electric equipment be used in the storage and/or packaging operation? If so, provide details of the equipment below:

Equipment Description	Make	Model	Rating or Size	Units

*Attached a full equipment list or excel file to the application if additional space is required.

*The District will generally permit all equipment that comes into contact with cannabis plant material during storage, packaging and distribution operations. List all major identifiable equipment associated with distribution, storage and packaging operations not already identified in Section 1. Cannabis packaging and labeling equipment as well as storage racks can be listed as a general line item in the equipment list without specific details on the make or model.

Total Building Interior Volume of the Storage Facility	Cubic Feet
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Total Cannabis Storage Capacity	lbs
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3. Volatile Extraction (Hydrocarbons, Alcohols etc.)

Provide a detailed process description of the volatile extraction process(s) at your facility as well as the equipment operating schedule:

What solvent(s) will be used in the volatile extraction machine(s) - Select all that apply

<input type="checkbox"/> Butane	<input type="checkbox"/> Hexane	<input type="checkbox"/> Propane	<input type="checkbox"/> Ethanol
<input type="checkbox"/> Other	<input type="text"/>		

Number of Volatile Extraction Systems Used:

Total Building Interior Volume of the Manufacturing Facility

Cubic Feet

☐ Yes ☐ No

Will odor/emission control systems be used in the volatile extraction process? If yes, provide details of the control system(s) in section 6 on page 5, attach manufacturer specifications of the odor control equipment and include a diagram of where the odor control systems will be located in the facility.

Emissions from the manufacturing process will be based on the worst case make-up solvent added to the manufacturing process. Provide a detailed explanation of how the amount of make-up solvent transferred to the extractors will be monitored and recorded. Allowable methods of tracking make-up solvent include use of calibrated flow meters and data recorders, using calibrated weight scales to weigh bulk solvent storage containers before and after transferring solvent to the process or using solvent purchase records to establish worst case usage. Alternative monitoring methods may be proposed to the District for approval.

Volatile Extraction Equipment List - Please list the equipment used in the volatile extraction step. Equipment includes the extractors, drying/vacuum ovens, any filters attached to the ovens, standalone equipment such as pumps or compressors, any electric motors, fans and fume hoods. For solvent extractors, include the maximum solvent storage capacity of each extractor in units of lbs. If electric motors are used, include the size of the motors in units of Horsepower (electric).

[illegible]

*The District will permit all equipment that comes into contact with cannabis material or solvents. General piping or lab equipment (beakers, glassware, etc. can be grouped into a single generic equipment list item. All other individually identifiable equipment such as ovens, extractors, condensers, tanks, vessels, freezers, pumps, compressors, fume hoods, etc. should be listed on the equipment list

*Attached a full equipment list or excel file to the application if additional space is required.

☐ Include a detailed process flow diagram detailing the movement of solvent and cannabis material throughout the process. Identify locations where cannabis material is added and removed from the process and where fresh make-up solvent is added, recaptured and/or emitted to atmosphere.

4. Non-Volatile Extraction

Provide a detailed process description of the Non-volatile extraction process at your facility such as CO₂ or Mechanical extraction.

Select all the types of non-volatile extraction methods that will be used at the facility:

☐ CO₂ Extraction

☐ Cold Extraction

☐ Mechanical Extraction

☐ Other

Non-Volatile Extraction Equipment List - Please list the equipment used in the non-volatile extraction step. Equipment includes the extractors, drying/vacuum ovens as well as standalone pumps, compressors, electric motors and fans. If electric motors are used, include the size of the motors in units of Horsepower (electric)

Equipment Make	Equipment Model	Extraction Process	Throughput / Capacity / Size	Units

*Attached a full equipment list to the application if additional space is required.

*The District will permit all equipment that comes into contact with cannabis material. Include all individually identifiable equipment associated with the non-volatile extraction process such as non-volatile extractors, presses, condensers, freezers, pumps, compressors, fume hoods, etc. should be listed on the equipment list

5. Post Extraction Refinement / Purification (Winterization/ De-Wax etc.)

Provide a detailed process description of the various post extraction refinement/purification processes and list any solvents used:

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☐ Yes ☐ No

Will odor control systems be used in the post extraction refinement process? If yes, provide details of the odor control system(s) in section 6 on page 8, attach manufacturer specifications of the odor control equipment and include a diagram of where the odor control systems will be located in the facility.

☐ Yes ☐ No

Will any solvents such as hydrocarbons or alcohols be used during the post extraction refinement / purification process? If yes, list the solvents below and the process using the solvent. For example, Ethanol may be used in the Winterization process.

Post Extraciton / Refinement Process	Solvent(s) Used

If ethanol or any other volatile solvent will be used during the post extraction refinement / purification step such as in winterization, explain how the volume of make-up solvent will be monitored and recorded:

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Equipment List - Please list all equipment used in the post extraction refinement process, including any distillation units, ovens, electric motors, standalone pumps, fans, filters, fume hoods etc. If electric motors are used, include the size of the motors in units of Horsepower (electric). Select the post extraction process where the equipment is used using the drop down list. Custom entries may be made if the post extraction process is not listed.

[illegible]

6. Odor Control Devices

Please provide the following information for *each* different type, make, model, style etc. of odor control device you will be operating at the facility. Attach manufacturer specifications for each control system type. For Misting systems, include the MSDS of the misting compound. Include a facility diagram indicating the location of each control device. Used additional sheets if necessary.

Odor Control System 1				
<input type="checkbox"/> Fixed Regenerative Bed <input type="checkbox"/> Fixed Carbon Bed <input type="checkbox"/> Concentrator <input type="checkbox"/> Fluidized Adsorber <input type="checkbox"/> Misting System				
<input type="checkbox"/> Rechargeable Carbon Canister <input type="checkbox"/> Replaceable Carbon Canister <input type="checkbox"/> Other <input type="text"/>				
Number of Units:	<input type="text"/>	Manufacturer:	<input type="text"/>	Model: <input type="text"/>
Name of Sorbent	<input type="text"/>	Sorbent Weight Per Unit (lbs)	<input type="text"/>	
Exhaust Fan Rating (HP)	<input type="text"/>	Exhaust Fan Capacity (scfm)	<input type="text"/>	
Mister Spray Rate If Applicable (gal/hour)		<input type="text"/>		
Does any exhaust stack from any of the above units vent to the exterior of the building?				<input type="radio"/> Yes <input type="radio"/> No

Odor Control System 2				
<input type="checkbox"/> Fixed Regenerative Bed <input type="checkbox"/> Fixed Carbon Bed <input type="checkbox"/> Concentrator <input type="checkbox"/> Fluidized Adsorber <input type="checkbox"/> Misting System				
<input type="checkbox"/> Rechargeable Carbon Canister <input type="checkbox"/> Replaceable Carbon Canister <input type="checkbox"/> Other <input type="text"/>				
Number of Units:	<input type="text"/>	Manufacturer:	<input type="text"/>	Model: <input type="text"/>
Name of Sorbent	<input type="text"/>	Sorbent Weight Per Unit (lbs)	<input type="text"/>	
Exhaust Fan Rating (HP)	<input type="text"/>	Exhaust Fan Capacity (scfm)	<input type="text"/>	
Mister Spray Rate If Applicable (gal/hour)		<input type="text"/>		
Does any exhaust stack from any of the above units vent to the exterior of the building?				<input type="radio"/> Yes <input type="radio"/> No

Odor Control System 3				
<input type="checkbox"/> Fixed Regenerative Bed <input type="checkbox"/> Fixed Carbon Bed <input type="checkbox"/> Concentrator <input type="checkbox"/> Fluidized Adsorber <input type="checkbox"/> Misting System				
<input type="checkbox"/> Rechargeable Carbon Canister <input type="checkbox"/> Replaceable Carbon Canister <input type="checkbox"/> Other <input type="text"/>				
Number of Units:	<input type="text"/>	Manufacturer:	<input type="text"/>	Model: <input type="text"/>
Name of Sorbent	<input type="text"/>	Sorbent Weight Per Unit (lbs)	<input type="text"/>	
Exhaust Fan Rating (HP)	<input type="text"/>	Exhaust Fan Capacity (scfm)	<input type="text"/>	
Mister Spray Rate If Applicable (gal/hour)		<input type="text"/>		
Does any exhaust stack from any of the above units vent to the exterior of the building?				<input type="radio"/> Yes <input type="radio"/> No

7. Solvent Usage and Emission Calculations

I request that the emission limits that will appear on my permit, if granted, for the project described in this application be based on:
(select one of the following)

- ☐ Less than 25 lbs per day of total solvent emissions.
- ☐ The emission calculations based on worst case solvent usage in Table 1 below (Assumes monthly monitoring of solvent usage and 21.7 days per month). If emissions from Table 1 meet or exceed 25 lbs per day then the project triggers BACT, submit a Form-02 BACT analysis form attached to the application.

Table 1: Emission Calculations

Volatile Extraction Solvent Usage Emissions				
Name of Solvent	Solvent Used in Which Extraction Process?	Worst Case Amount of Make-up Solvent Added to the Extraction Process per Month (lbs/Month)	Emissions (lb/day)	Emissions (Tons per Year)

Post Extraction Refinement and Purification Solvent Usage				
Name of Solvent	Solvent Used in Which Post Extraction Process?	Worst Case Amount of Make-up Solvent Added to the Post Extraction Process per Month (lbs/Month)	Emissions (lb/day)	Emissions (Tons per Year)

General Solvent Cleaning *do include Acetone or any other non-ROC containing Solvents as defined in Rule 102. Solvent cleaning operations will be exempt and emissions will not be included in your permitted total if total solvent usage for wipe cleaning at the stationary source is less than 55 gallons per year.

Name of Solvent	Solvent Density (lb/gallon)	Worst Case Amount of Solvent used for Solvent Cleaning per Month (gallons/Month)	Emissions (lb/day)	Emissions (Tons per Year)
Total ROC Emissions:				

8. Other Operations

☐ Yes ☐ No

Will solvent cleaning operations be conducted at the facility and use more than 55 gallons of ROC containing solvent per year? If yes, your solvent cleaning operations are **NOT EXEMPT** from permit and Rule 321. Sources that use more than 55 gallons of ROC containing solvent per year must ensure the solvent used for wipe cleaning of equipment and surfaces complies with the reactive organic content limits in Table 1 of District Rule 321. Rule 321 prohibits the use of high ROC content solvents such as IPA or Ethanol for cleaning operations at cannabis facilities if the total amount of solvent cleaning exceeds 55 gallons per year unless the solvent cleaning operation is controlled by an emission control system per Section N of the Rule found here: <https://www.ourair.org/wp-content/uploads/Rule321.pdf>.

*use of solvents such as Acetone which do not meet the definition of an ROC in Rule 102 do not contribute to the 55 gallon per year Stationary Source limit.

☐ Yes ☐ No

Will any internal combustion generators rated at or over 50 break horsepower be used at the facility for backup emergency power or primary power? If yes, the engine(s) must be permitted. Submit the appropriate forms for each engine type as part of the permit application.

- For Emergency Standby Diesel Engines: Submit District Forms 34-E and 34-R.
- For Prime Power Diesel Engines: Submit District Forms 34-P and 34-R.
- For Spark Ignited Engines: Submit District Forms-70.

Cannabis regulations in the County of Santa Barbara and the City of Goleta prohibit the use of fossil fueled engines for generation of prime electrical power for cannabis operations. Projects outside these jurisdictions must comply with the State's Distributed Generation Regulation or obtain a District permit.

☐ Yes ☐ No

Will any boilers or process heaters be used at the facility with a single or combined heat input rating greater than 2.000 MMBtu/hr? If Yes, the unit(s) must be permitted. Submit the appropriate form for each external combustion unit as part of the permit application.

- For units rated less than 5.000 MMBtu/hr: Submit District Form-61
- For units rated at or greater than 5.000 MMBtu/hr: Submit District Form-33

Please note, if the boiler will be used exclusively to provide heat and/or CO₂ for a greenhouse agricultural growing operation, the boiler may be exempt under the District's Agricultural Exemption in Rule 202.D.3.

Applicant/Preparer Statement

The person who prepares the application also must sign this form. The preparer may be an employee of the owner/operator or an authorized agent (contractor/consultant) working on behalf of the owner/operator (an *Authorized Agent Form -01A* is required).

I certify pursuant to H&SC Section 42303.5 that all information contained herein and information submitted with this application is true and correct.	
Completed By _____	Company <input type="text"/>
Signature _____	Date <input type="text"/>

Application Checklist (Have you submitted all the required information? Please check off the boxes)

- ☐ Form -01 (*Permit Application Form*) attach one Form-01 for the entire facilities operation. The general permit application form is required for each application. All other forms, including this form must be attached to the Form-01.
- ☐ Permit application filing fee as listed in Form-01. Application filing fee's are adjusted every July 1st. The current fee may be found in the newest version of Form-01 available on the District website.
All Fees and Invoices for Cannabis Facilities Must Be Payed by Check or Money Order Only.
- ☐ \$3,000 reimbursable deposit. All permitting and compliance work related to your cannabis operations in Santa Barbara County will be done on a cost reimbursement basis. This means that the District's costs will be assessed on the hourly rates of our staff based on the actual time worked on your project. The District requires a \$3,000 reimbursable deposit to be included with the application pursuant to Rule 210.C.1
All Fees and Invoices for Cannabis Facilities Must Be Payed by Check or Money Order Only.
- ☐ Form -01A (*Authorized Agent Form*) attached if this application was prepared by and/or if correspondence is requested to be sent to an Authorized Agent (e.g., contractor or consultant). This form must accompany each application.
- ☐ Form -02 Best Available Control Technology (*BACT*) Form if total emissions meet or exceed 25 lbs per day. (See Section 7 for emission cales). Consult with the District on your proposed BACT. See the District BACT Guidelines for Achieved in Practice BACT determinations: <https://www.ourair.org/bact/>
- ☐ Include a copy of your California Cannabis License.
- ☐ Include a copy of the lead agency permit and any diagrams or building plans.
- ☐ Manufacturer specifications for each piece of equipment, including the extractors, ovens, oven filters, solvent recyclers, fume hoods, post extraction refinement and purification equipment and odor control systems.
- ☐ Include a diagram of the facility indicating the location of each extraction unit, post extraction system and odor control system.
- ☐ Include the MSDS sheet for any solvents, chemicals or sorbent used.

PLEASE NOTE THAT FAILURE TO COMPLETELY PROVIDE ALL REQUIRED INFORMATION OR FEES WILL RESULT IN YOUR APPLICATION BEING RETURNED OR DEEMED INCOMPLETE.