



REGISTRAR OF VOTERS

Collecting and Pre- Sorting Ballot Envelopes

PROCEDURE DOCUMENT - Version 1.3

Collecting and Pre-Sorting Ballot Envelopes

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Purpose

The purpose of this procedure is to aid the Ballot Sorting function in receiving and sorting incoming mail ballot envelopes in preparation for running them through the Vantage Mail Ballot Sorting machines.

Scope

This procedure is used by the Ballot Department and is not applicable in any other departments. It is designed for Ballot Sorting Team Members and any other personnel appointed to gather ballot envelopes from Central Mail, the front office of the Registrar of Voters, and the outside drop box, as well as receiving ballots from Early Voting and external drop-off locations and drop boxes. Personnel assigned to this task must be capable of continuously lifting up to 50 pounds. This procedure does not cover all possible scenarios but will outline the most common ones.

Supplies Needed

- Yellow vest (this must always be worn when processing ballots)
- 1-ft or 2-ft mail trays
- Medium binder clips
- Scotch tape and packing tape dispenser
- Black Sharpies (preferably chisel-tip or magnum)
- Blank paper
- Scissors
- Workflow tray tags
- Baker's Racks
- Cart Signs
- Metal flatbed
- Black Rubbermaid cart
- Computer and OPS drive access

Glossary

Drop Box (DBX): A return source for VBM envelopes. This is the secured metal box located in front of the Registrar of Voters office, where a voter can safely drop off their ballot.

Drop-Off Location (DOL): A return source for VBM envelopes. This is a monitored cardboard box inside of a building, where a voter can deliver their ballot.

Early Voting Site (EARLY): A return source for VBM envelopes. It is a selection of locations that allow a voter to vote in person prior to Election Day and allows voters to drop off their VBM envelopes.

Mail (MAIL): A return source for VBM envelopes. Any mail ballot collected from Central Mail or the Redlands mail plant.

Office (OFF): A return source for VBM envelopes. Any mail ballot is delivered directly inside of the Registrar of Voters office.

Polling Place (POLLS): A return source for VBM envelopes. Any mail ballot that is dropped off at a polling place on Election Day.

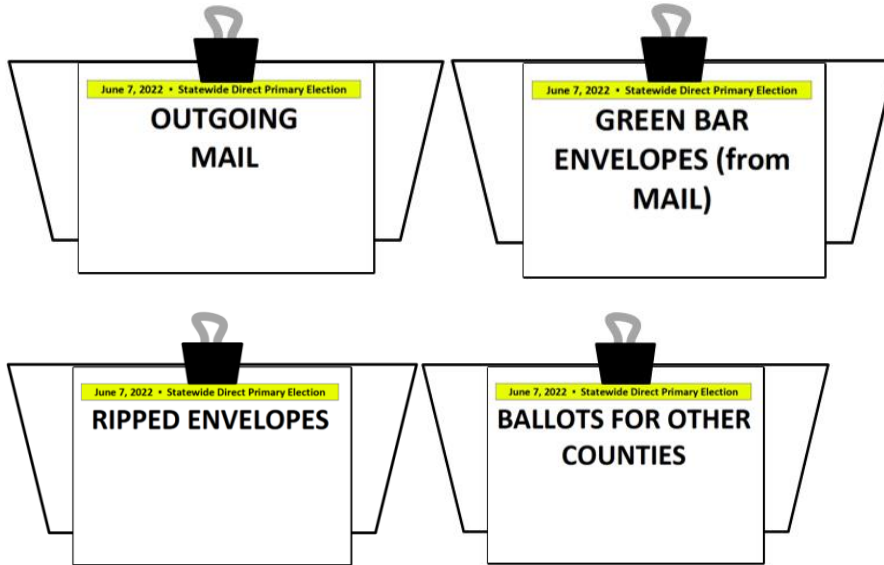
Return Date: The date that the ballots were physically received. This can be different from the day they are processed (such as Early Vote ballots being returned after the ballot processing teams have left for the day or receiving ballots from other counties that state that they were received on X date).

Return Source: The location that the ballots were received from. This can include any of the following locations: Drop Box, Drop-Off Location, Early Voting Site, Mail, Office, Polls.

Vote-by-Mail Envelope (VBM Envelope): A sealed envelope that contains a voter's voted ballot. Commonly called "mail ballots" or "ballots" for short.

Setup the Pre-Sort Area

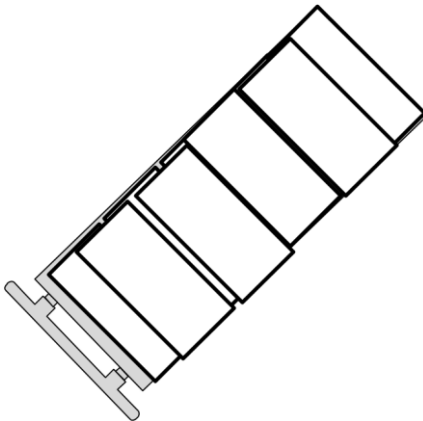
1. Place several 1-ft. or 2-ft. mail trays in the pre-sort area to sort the incoming ballots.
2. Categorize each tray – Outgoing Mail, Green Bar Envelopes (regular mail), Ripped Envelopes, and Ballot for Other Counties.
3. Attach the tray tags using binder clips.



Receiving Mail Ballots from Central Mail

County Central Mail will pick up the mail ballots from the USPS plant every morning. We will then get the ballots at the dock in front of Central Mail office. Once you have determined that the ballots have arrived, we will collect them using baker's racks. The ballots are typically delivered once a day.

1. Open the dock door.
2. Verify that mail ballots have arrived and are sitting on one or more of the flatbeds outside of Central Mail.



3. Count the number of mail trays.

4. Bring a few baker's racks capable of holding that number of mail trays.

Note: Be sure to include the count of returned undeliverable ballot trays when determining the number of racks needed. These will be kept on separate racks from the VBM envelopes.

5. Load the mail trays onto the baker's racks → 28 mail trays can fit onto a single baker's rack: 4 per shelf).
6. Bring the filled baker's racks back through the dock door and to the pre-sort area.
7. Once everyone has returned from the outside dock area, close the dock door.

Important: Leaving the dock door open leads to flies, gnats, mosquitos, and other vermin getting into the warehouse, as well as forcing the AC or heating unit on.

Pre-Sorting Ballots from Central Mail

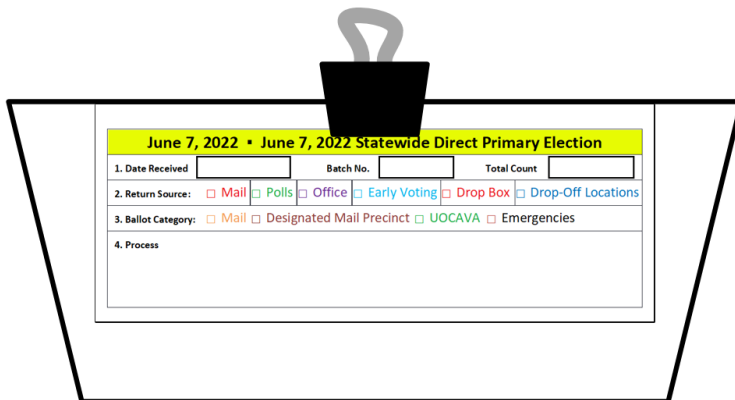
Ballots collected from Central Mail are generally well sorted but must still be further sorted to face in the same direction. They are also more likely to have been damaged during their transfer, requiring extra work to make the ballot readable by the machine.

1. Gather a small stack of workflow tray tags.
2. Using a sharpie, fill in the return source and return date (“date received”) for one tray tag per tray of ballots.

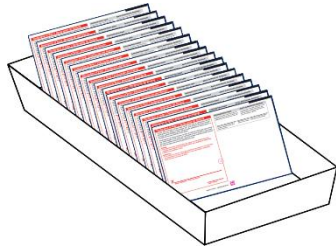
Note: For ballots received from Central Mail or the USPS mail plant, the return source is always Mail.

June 7, 2022 ▪ June 7, 2022 Statewide Direct Primary Election						
1. Date Received	<input type="text" value="5/20/2022"/>	Batch No.	<input type="text"/>	Total Count	<input type="text"/>	
2. Return Source:	<input checked="" type="checkbox"/> Mail	<input type="checkbox"/> Polls	<input type="checkbox"/> Office	<input type="checkbox"/> Early Voting	<input type="checkbox"/> Drop Box	<input type="checkbox"/> Drop-Off Locations
3. Ballot Category:	<input type="checkbox"/> Mail	<input type="checkbox"/> Designated Mail Precinct	<input type="checkbox"/> UOCAVA	<input type="checkbox"/> Emergencies		
4. Process						

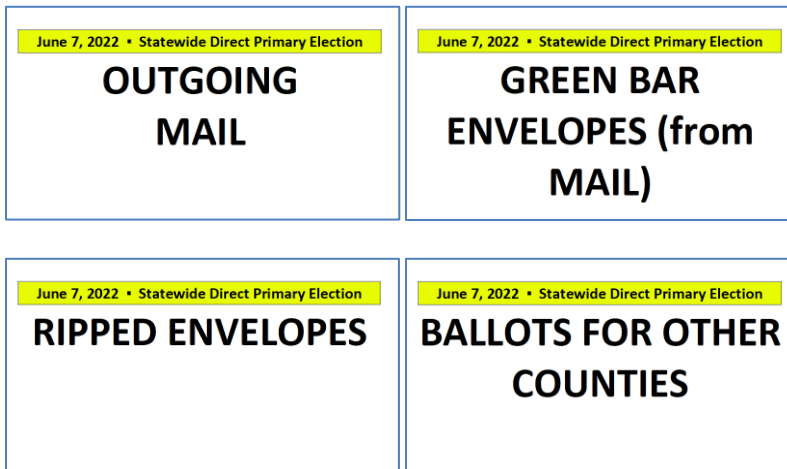
3. Using a binder clip, clip the label to the front of each filled mail tray.



4. Organize the ballots inside the mail trays by keeping the colored bars (blue or black) on top of the envelopes facing upright and all in the same direction, with the voter's name and address facing away from the tray tag.



5. Remove any additional material, such as small BRM/Green Bar envelopes, bills, ballots for other counties (see the procedure), and other non-San Bernardino County VBM material. Place these items into the appropriately labeled trays.



6. If you find ripped envelopes, use scotch tape for minor tears in the envelope that might snag going through the machine. If the tear is large, use packing tape. If parts of the envelope are missing, tear off strips of paper or packing tape to wrap around the envelope without covering the signature area, if possible. (this is known as "Frankensteining the envelope")
7. When a tray has been arranged, place it on a baker's rack at the front of the nearby ballot sorting machine.

Note: Do not take shortcuts when filling out the workflow tray tags; fill out a tray tag for every mail tray. This is important data for future elections.

8. If this is the first tray of the Mail return source to be placed on the rack, place a cart sign to indicate its return source. If the ballots being returned are from different days (read: multiple return dates), place them onto *a separate baker's rack*.



Opening and Closing Mail Ballot Drop Box (in front of the office)

We have a Mail Ballot Drop Box located outside the office building where voters can drop off their ballots. Retrieve the keys [REDACTED].

1. **E-29** – Prior to 8 am, clean the drop box.
 - a. Sweep inside of container, use wipes to clean the outside.
 - b. Open the Drop Box container at the front of the office using two bronze-colored keys from the clip.
 - c. Remove plastic bin from drop box container and clean inside and outside of container.
 - d. Check and clean the inside drop slot of container.
 - e. Remove ‘Kiosk Closed’ sign from container using the silver key attached with the bronze key.
2. **E-29** – Unlock the drop box at 8am
3. **E-29 through Election Night at 8 pm** – retrieve the ballots (refer to the [Daily Retrieving Ballots from the Outside Drop Box](#) steps below)
4. **E+1** – Open the drop box and sweep and check again.

Daily Retrieving Ballots from the Outside Drop Box

The drop box in the front of the building is secured by a double-lock system and can have hundreds of ballots. This process is completed every 24-48 hours, or more often as workload demands. **Whenever we transport ballots, we must have a team of 2 people.**

1. With a partner, collect 1-2 blue bins from under the jogging station and a Rubbermaid cart.
2. Request the keys from your supervisor.
3. Travel out the side door and hallway to the drop box in front of the ROV office.
4. Separate one set of bronze-colored keys from the clip.
5. Insert the two bronze-colored keys into the two separate locks and turn them to the left.

Note: These keys will remain inside the locks while the door is open. This is an intentional feature.

6. Open the door.
7. Remove the plastic bin from the drop box container.
8. Transfer the contents from the white plastic bin to the blue bin.

Note: If more ballots are present than can fit in the blue bin, this process will need to be repeated.

9. Check the floor, under slot of Dropbox lid and in the inside on the side of the slot to ensure that there are no ballot stuck there.
10. Put back the plastic bin in the drop box container.
11. Close and lock the door of the drop box.
12. Pull out the bronze keys from the locks.
13. Ensure the lid of the blue bin is on and secure.
14. Bring the contents back through the hallway, through the security door, and to the pre-sort area.
15. Take the ballots from the blue bin and place them inside a calibrated box to be weighed and checked in with PPID5462 (see the [Scaling and Logging Incoming Boxes](#) section).
16. Return the keys to the supervisor they were obtained from. They must always be accounted for at the end of the day.

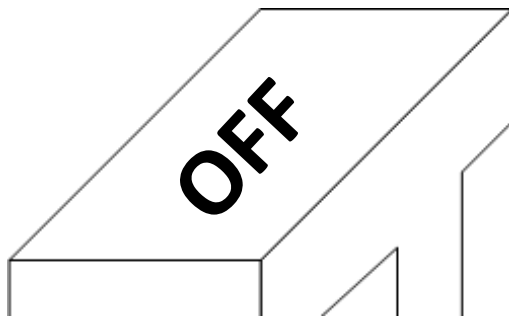
Gathering Ballots from the Front Office

At certain intervals, a yellow ballot box stationed at the front of the office for voters to drop their ballots off must be collected. The schedule to pick up these ballots will look similar to the following image and follows California regulations.

2022 Statewide Direct Primary Election June 7, 2022				
Front Counter Yellow Ballot Box Pick Up Schedule*				
Line	Week	Date	E-Day	Time
1	20	05/13/2022 - Friday	E-25	8:30 - 9:00 am
2	21	05/17/2022 - Tuesday	E-21	4:00 - 4:30 pm
3	21	05/20/2022 - Friday	E-18	8:30 - 9:00 am
4	22	05/24/2022 - Tuesday	E-14	4:00 - 4:30 pm
5	22	05/27/2022 - Friday	E-11	8:30 - 9:00 am
6	23	05/30/2022 - Monday	E-8	8:00 - 8:30 am
7	23	05/31/2022 - Tuesday	E-7	8:00 - 8:30 am
8	23	06/01/2022 - Wednesday	E-6	8:00 - 8:30 am
9	23	06/02/2022 - Thursday	E-5	8:00 - 8:30 am
10	23	06/03/2022 - Friday	E-4	8:00 - 8:30 am
11	23	06/04/2022 - Saturday	E-3	8:00 - 8:30 am
12	24	06/06/2022 - Monday	E-1	8:00 - 8:30 am
13	24	06/06/2022 - Monday	E-1	1:00 - 1:30 pm
14	24	06/07/2022 - Tuesday	E-Day	1:00 - 1:30 pm
15	24	06/07/2022 - Tuesday	E-Day	8:00 PM

1. With a partner, go to the front counter near the glass doors.
2. Inform the personnel located near the box (or the Communications Department if no one is currently stationed up front) that the box is being taken so that they can immediately replace it with a new box.
3. Collect the yellow box from the front counter.
4. Bring the box back to the warehouse.
5. Take the box to the pre-sort area to be checked in.

Note: Any ballots coming from inside the ROV office, including its early vote site, are considered to have a return source of Office. Write "OFF" on the side of the box.



Checking in Ballots from Early Vote, Drop Box, Office, or Drop-Off Locations

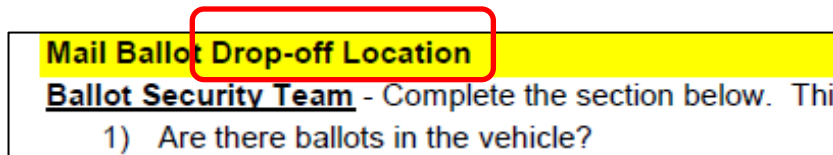
Often throughout the day, Ballot Security Teams will bring ballots from off-site locations, such as early voting sites, external drop boxes, and drop-off locations. These must be weighed and logged as they are received in order to keep track of how many ballots are received from each location. The delivery teams may use the metal flatbeds to bring their boxes of ballots. When gathering ballots from the office or external drop box, those ballots must be logged as well.

Chain of Custody

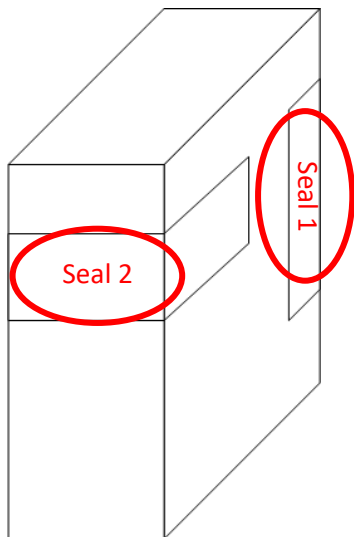
1. When the Ballot Security Team approaches, ask for the chain of custody form belonging to the first box they give.

Note: When dealing with chain of custody forms, only work with one at a time. Attempting to deal with multiple forms and multiple boxes at a single time is confusing.

Note: Chain of custody forms will have a yellow highlight when coming from a Drop-Off Location. Boxes coming from drop boxes will not have this highlight.



2. When presented with the chain of custody form, have the delivery team read off the first seal's serial number (Seal 1).



3. The entire serial number must be read, not just the filled-in portion.

4. Verify that the number matches on the chain of custody form.
5. Have the delivery team read off the second seal's serial number (Seal 2).
6. Verify that the number matches on the chain of custody form.

Boxes Picked Up	Seal Serial Number 1	Seal Serial Number 2	Office Use Only	
			Match	No Match
Yellow Ballot Box 1	56064122 <u>031</u>	56064122 <u>032</u>	X	
Yellow Ballot Box 2	56064122 _____	56064122 _____		
Yellow Ballot Box 3	56064122 _____	56064122 _____		

7. If both serial numbers match, place a mark under the Match column.

Boxes Picked Up	Seal Serial Number 1	Seal Serial Number 2	Office Use Only	
			Match	No Match
Yellow Ballot Box 1	56064122 <u>031</u>	56064122 <u>032</u>	X	
Yellow Ballot Box 2	56064122 _____	56064122 _____		
Yellow Ballot Box 3	56064122 _____	56064122 _____		

Note: The placement of Seal 1 and Seal 2 are not important. Occasionally, they may be reversed, and Seal Serial Number 2 will be the first serial number read, and Seal Serial Number 1 will be the last serial number read. This is not a reason to mark the serial numbers as non-matching.

8. If one or both serial numbers do not match, place a mark under the No Match column for that box. We will still accept and process the box, but it must be noted on the form.
9. Write the return source (i.e. DBX, DOL, EARLY, or OFF) on top of the box using a black sharpie.
10. Hand the box to the person stationed at the scale and computer.
11. If there is more than one box on the sheet, repeat the process as needed.
12. Fill in the Check-In portion at the bottom of the form, including your name and signature.

Registrar of Voters Check-In

Ballot Check-In Team and Ballot Security Team - Complete the section below together.

1) Verify the Ballot Box seal serial numbers and mark the corresponding box in the "Office Use Only" section above.

2) We verify that 1 Yellow Ballot Box/Boxes were delivered to the ROV on 5/21/2022 (Date) at 1:31 PM am/pm and that the Yellow Ballot Box/Boxes were not tampered with. All serial numbers on the Yellow Ballot Box/Boxes seals were verified and match the serial numbers on this form.

Reginald McDonald
Ballot Check-In Member Printed Name

Reggie McDonald
Ballot Check-In Member Signature

Ballot Security Team Member Printed Name

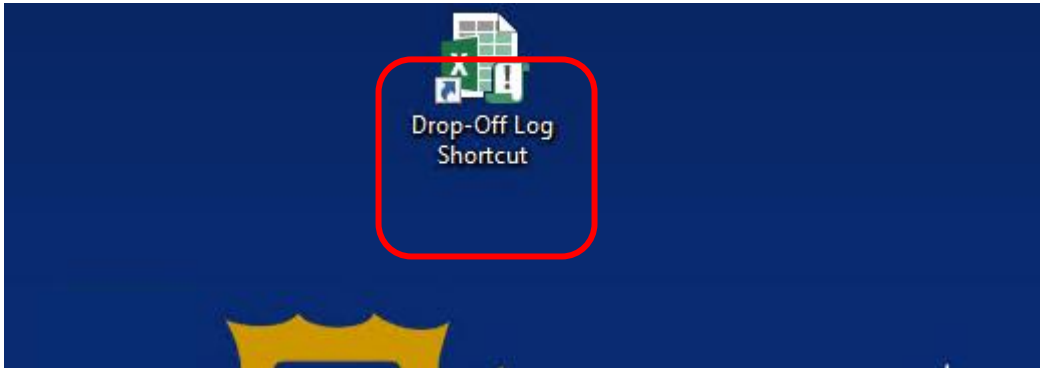
Ballot Security Team Member Signature ←

13. Hand the form back to the Ballot Security Team and have them print and sign as well.

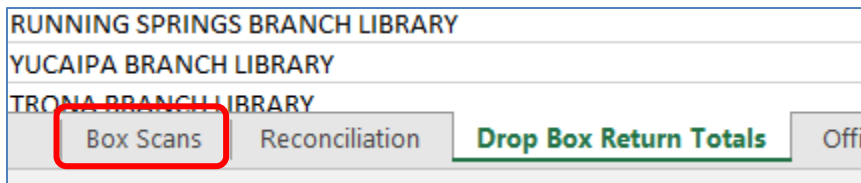
Scaling and Logging Incoming Boxes

When a box is received and the chain of custody completed, the boxes are scaled to receive an estimate of the count inside and recorded into a spreadsheet log (this data is used by the county to determine where drop boxes are needed or not needed) before the boxes are opened and processed. There will be one person on the computer and one person scaling the boxes. During this process, remember to save the spreadsheet often.

1. After logging into the computer, double-click on the Drop-Off Log Shortcut file on the desktop.



2. Click the Box Scans tab.



3. Locate and click on the first non-filled in cell of the Date column.

	A	B	C	D	F
	Date	Source	Count	PPID	Check-In Time
893	9/14/2021	DBX	44	PPID3001	10/18/2021 13:17
894	9/14/2021	DBX	424	PPID3286	10/18/2021 13:18
895	9/14/2021	DBX	218	PPID3286	10/18/2021 13:18
896					
897					

4. The person at the scale will place the box on the scale to get a count of how many estimated ballot envelopes are inside.

Note: The scale should have the box weight calculated out already. If not, speak to your lead to have the scale tared properly.

5. The person at the computer will type in today's date, the return source written on the top of the box, and the estimated number of ballot envelopes that is shown on the scale (using the tab key to move to the next cell).
6. Scan the barcode from any one of the two seals on the box.
7. The cursor should automatically move to the next available line, meaning that the process can be repeated without needing to adjust the placement of the cell selector.

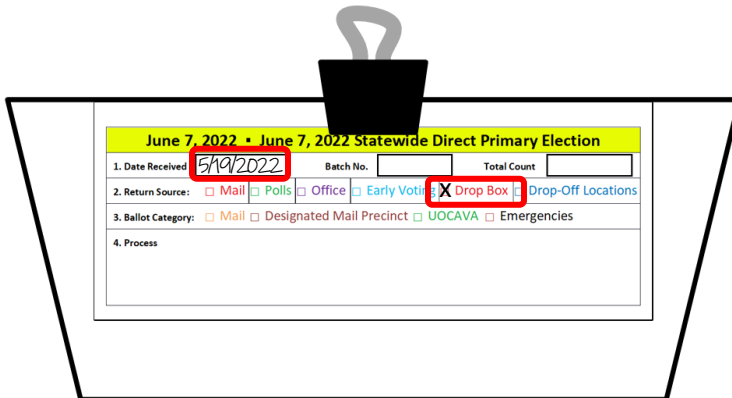
Pre-Sorting Boxed Ballots

When ballots come in boxes, care must be taken to ensure that the return source of those ballots is not lost. It is important to work with only one return source at a time! Mixing boxes will result in lost data that is essential to the county.

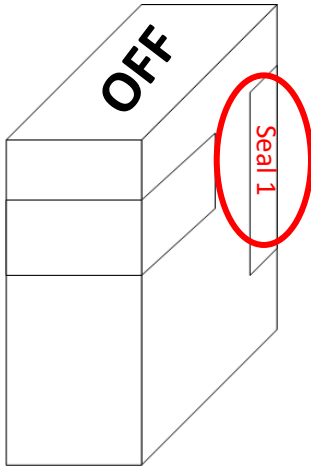
1. Gather a small stack of workflow tray tags.

June 7, 2022 ▪ June 7, 2022 Statewide Direct Primary Election			
1. Date Received	<input type="text" value="5/19/2022"/>	Batch No.	<input type="text"/>
2. Return Source:	<input type="checkbox"/> Mail	<input type="checkbox"/> Polls	<input type="checkbox"/> Office
	<input type="checkbox"/> Early Voting	<input checked="" type="checkbox"/> Drop Box	<input type="checkbox"/> Drop-Off Locations
3. Ballot Category:	<input type="checkbox"/> Mail	<input type="checkbox"/> Designated Mail Precinct	<input type="checkbox"/> UOCAVA
	<input type="checkbox"/> Emergencies		
4. Process			

2. Using a sharpie, fill in the return source and return date (“date received”) for one label.
3. Using a binder clip, clip the label to the front of a 1-ft. or 2-ft. mail tray.

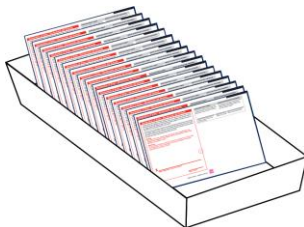


4. Slice open the first seal of the ballot box.



5. Open the box and move the contents of the box into the mail ballot tray.

Note: Attempt to keep the colored bars of the top of the envelopes facing upright and all in the same direction, with the voter's name and address facing away from the tray tag. Remove any additional material, such as small BRM/Green Bar envelopes, bills, ballots for other counties (see the procedure), and other material. Place these items into the appropriately labeled trays.



<p>June 7, 2022 • Statewide Direct Primary Election</p> <p>OUTGOING MAIL</p>	<p>June 7, 2022 • Statewide Direct Primary Election</p> <p>GREEN BAR ENVELOPES (from MAIL)</p>
<p>June 7, 2022 • Statewide Direct Primary Election</p> <p>RIPPED ENVELOPES</p>	<p>June 7, 2022 • Statewide Direct Primary Election</p> <p>BALLOTS FOR OTHER COUNTIES</p>

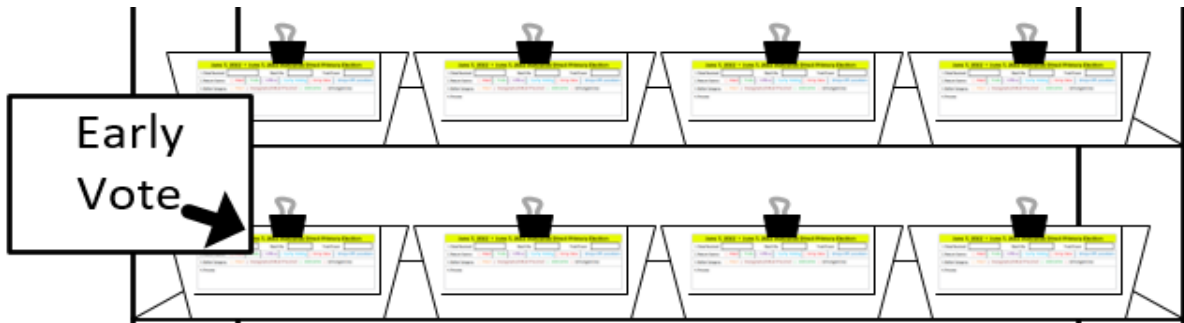
6. Break down the box.

Note: Keep a safe, out of the way location to store broken down boxes. Using a black Rubbermaid cart to stack the boxes on is a quick efficient way to deal with these boxes. Afterwards, these broken down boxes are taken to the pallet next to the dock doors.

7. When a tray has been filled and arranged, place it on a baker's rack at the front of the nearby ballot sorting machine.

Note: Do not shortcut filling out the workflow tray tags; fill out a tray tag for every mail tray. This is important data for future elections.

Note: If this is the first tray of a particular return source (e.g. Office, Early Vote, etc.) to be placed on the rack, place a cart sign to indicate the return source. If the ballots being returned are from different days (read: multiple return dates), place them onto a separate baker's rack.



Authorization

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