



REGISTRAR OF VOTERS

Organizing Ballot Boxes

PROCEDURE DOCUMENT – Version 1.0

Valencia, Salvador
9/11/2023

Organizing Ballot Boxes

Table of Contents

Purpose	2
Scope.....	2
Equipment.....	2
Process	3
Determining Pallet Numbers	3
Palletizing Boxes.....	6
Shelving 8000/9000 Series Boxes	8
Authorization	8

Purpose

The purpose for this procedure is to determine the location of boxes based on the category. This procedure will ensure easy identification and efficient inventory.

Scope

This procedure is used in the Ballot Department and is not applicable in any other departments. It has been designed to determine pallet number based on the category as well as how to palletize and shelve boxes in its proper location. All of ballot storage will be assigned to allocate boxes to its designated spot.

Equipment

- Pallet
- Pallet Jack
- Masking tape
- Computer + Printer

Process

Determining Pallet Numbers

When a pallet fills up, you must create a new pallet sign based on the ballot mail category you are working with for data entry purposes.

The pallet number is composed of two parts:

- two-digit number on the left (11 in the example) indicates how many pallets there are, and
- two-digit number on the right (10 in the example) indicates the box category.

The runners behind the data entry team will indicate when it is time to create a new pallet.

1. Open the BallotStorage_SignsForPrint spreadsheet located at: IT → click on **OPS** → **Ballot_** → **Ballot Storage Coordination** → **EDOCS** → **Supporting Documents- Ballot Storage_Signs for Print**.
2. In the Printout tab, select the first box next to “Pallet #”, then type in the next available number (E.g., If you have 10 pallets already, the next pallet # would be 11).

Note: Please do not enter anything on box to the right. it will automatically change based on the type of ballot mail you are working with.
3. Check with data entry clerk how many more boxes to complete Pallet number 11 so you can start and print out pallet number 12.

The image shows a spreadsheet template for a ballot storage sign. At the top, it says "SAN BERNARDINO COUNTY" with a logo. Below that, the text "Pallet #" is followed by two input boxes. The first box contains the number "11" and is highlighted with a red border. The second box contains the number "10". Two callout boxes are present: one pointing to the first box with the text "Talmas, Caleb: Enter the current pallet # here." and another pointing to the second box with the text "Talmas, Caleb: This field will update automatically. Do not modify."

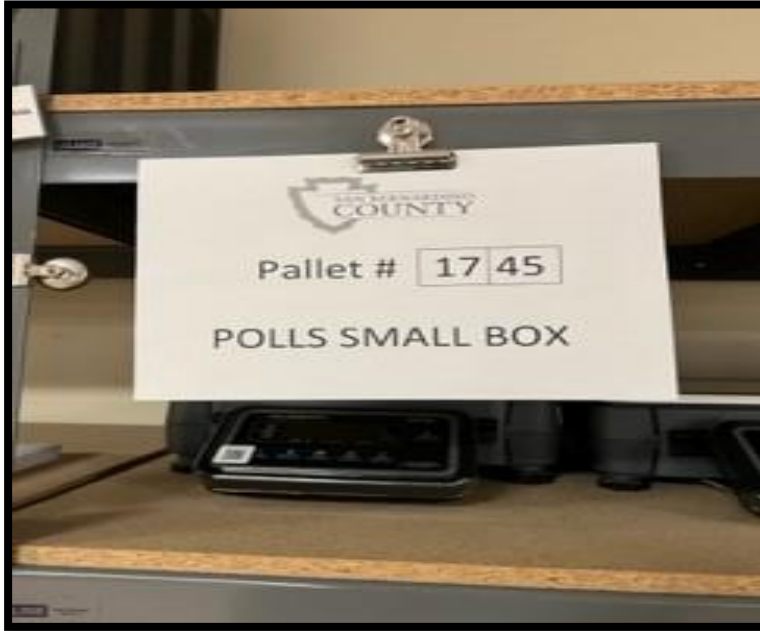
4. Select the ballot category box below the Pallet #. A drop-down arrow will appear to the right.
5. Click the drop-down arrow and select the category that matches with the pallet that was just filled up or the new ballot category.

A screenshot of a ballot box form. On the left, a list of categories is shown: MAIL, MAIL SMALL BOX, MAIL - UOCAVA, UOCAVA SMALL BOX, DMP, DMP SMALL BOX, POLLS, and POLLS SMALL BOX. A red arrow points to the 'MAIL' category. To the right of this list is a dropdown menu. A red arrow points to the dropdown arrow. The dropdown menu is open, showing the text 'Talmas, Caleb: Select a ballot category from the drop-down list.' Below the list, the word 'MAIL' is partially visible.

6. The second box will update automatically.

A screenshot of a ballot box form. The text 'Pallet #' is followed by the number '11' in a box, and '30' in another box. A red arrow points to the '30' box. A yellow callout box points to the '30' box with the text 'Talmas, Caleb: This field will update automatically. Do not modify'. Below the pallet number, the word 'DMP' is visible. To the right of 'DMP' is a dropdown menu. A red arrow points to the dropdown arrow. The dropdown menu is open, showing the text 'Talmas, Caleb: Select a ballot category from the drop-down list.'

7. Print four copies of the sheet in landscape mode and bulldog clip it to the nearby shelf or beam.



Palletizing Boxes

1. Determine the maximum number of boxes that a pallet may contain based on the box type.
 - a. Black and white ballot extraction boxes
 - 7 boxes per layer (13 layers high) =91 boxes
 - b. Colored regular Red/Green/Yellow boxes
 - 7 boxes per layer (8 layers high) =56 boxes
 - c. Small Green BMD boxes
 - 10 boxes per layer (16 layers high) =160 boxes
2. Place the box labels outward and upright on the pallets following the diagram below.
3. Place the boxes so the corners/edges of the boxes touch the corners/edges of the pallet.
4. On the second layer reverse the position of the boxes (see picture on the right).

First layer



Second layer



Note: Spreading the boxes will increase the strength of each layer and will line up with the rear boxes. Set the first two or three layers with heavier boxes to create a safer and stronger pallet.

5. On the next layers reverse the position all the way till you reach the last layer.



6. Continue until you have reached the maximum number of boxes for the pallet.
7. Four copies of the assigned pallet number are to be placed on each pallet, one copy on each side using masking tape.
8. The pallet is now ready to be Audited.

Note: Only one type of box per pallet. (Ex: Mail Ballots, Polls Ballots)



9. DO NOT audit if the pallet is not complete. You must wait until it is fully complete (with one exception; see note). If there are no more boxes to be added, then an audit can be done.

Note: A partial pallet could be due to IT finishing tabulation for the day. *Always perform a pallet audit on unaudited pallets at the end of the day.*



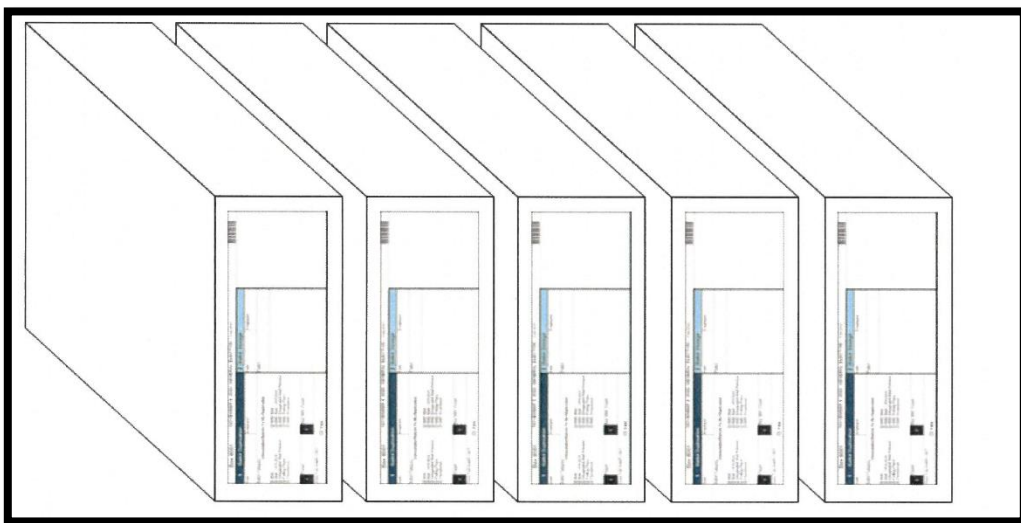
10. When staging pallets, stage in sequence. (Ex: 4170, 4270, 4370, 4470, 4570, 4670)

4470	4170
4570	4270
4670	4370

Shelving 8000/9000 Series Boxes

The 8000 and 9000 series boxes are ballots that have gone through Duplication. Instead of being placed on pallets, they are placed on shelves. Every 8000 series box should have a corresponding 9000 series box. (e.g. If you have box 8001, you should have a 9001 box)

1. Place boxes sideways so that the box label is facing you, the box number is in the lower left hand corner, following the diagram below:



2. There should be no more than 5 boxes per shelf.
3. **Make sure there is a pallet sign number on the shelf.**
4. Boxes of the 8000 or 9000 series must be arranged on separate neighboring shelves, with the 8000 series box on the left and the 9000 series box on the right.
5. When shelving boxes make sure you leave an empty spot for the next available number if needed.

Authorization

Document Owner: Ballot Storage	Initiation Date: 01/18/2023
Version Number: 1.0, Original Document	Date: 09/11/2023
Version Written By: Marsha Love/Salvador Valencia	