



REGISTRAR OF VOTERS

Election Night: Receiving and Sorting Yellow Mail Ballot Boxes

PROCEDURE DOCUMENT – Version 2.1

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Scope

Yellow Mail Ballot Boxes are received on Election Night via Drop-Off Locations and Polling Places. These boxes must be checked-in and sorted to run through an Incoming Pass.

Supplies Needed

- Access to Logistics supply and receiving (Linux intranet)
- Barcode scanner
- Box cutter
- Workflow mail tray tags
- 2 FT mail trays
- 1 FT mail tray
- Bakers Rack
- Red Pen
- Black Magnum Sharpie
- Binder clips
- Fully charged and accurately calibrated scales
- Gloves
- Scratch paper pads

Scales

First thing in the morning, make sure all scales are fully charged for Election Night. After the scales are fully charged, calibrate the scales using Official Mail Ballot Return envelopes used for the current election.

Refer to the Procedure Scale Calibration: New Scale Calibration

Election Night Assignments

- Dock Runners
- Check-In Clerks
- Box Sorters
- Box Runners
- Box Break Down Team Member

Safety

Election Night Ballot Processing is a fast-paced process. All team members must make every attempt to make it a safe work environment. Be aware of your surroundings and where you are walking. Pallets and empty boxes can cause someone to trip and fall.

Do not lift any mail trays that are too heavy. If you must, place some envelopes on an empty tray before lifting it and come back for the envelopes.

After Polls Close

All Polling Places close at 8:00 p.m. Ballot Processing staff must be at their assigned stations at exactly 8:00 p.m. ready to begin checking in boxes and sorting. Mail Ballot boxes from polling places will begin arriving at the Registrar of Voters office after 8:00 p.m. They are to be checked in and sorted first.

Polling Place vs Drop-Off Location Boxes

- Polling Place boxes are labeled with an all-white ROV ballot box seal
- Drop-Off location boxes have a florescent yellow ROV ballot box seal

Yellow Ballot Box Runners

Dock runners are instructed to pick up yellow boxes from the warehouse dock and bring them into the Ballot Processing check in area (under the large mezzanine).

Receiving and Checking in Yellow Boxes/Check-In Clerks

Check-In Clerk duties:

1. Mark both ends of the box with an **X** using Magnum sharpie.
2. Place box on the scale.
3. Using "Supply Receiving" Module in the ROV Intranet.
4. Scan the barcode located on the ROV ballot box seal.
 - a. In "PPID" Field
5. Enter the scale count.
 - a. In "Quantity" Field
6. Make sure there are no duplicate scans.
7. Slice the box seal open using box cutter.
8. Pass the opened box down to the first available sorter.
9. Continue with the next box until all boxes are checked in.

Yellow Ballot Box Sorters

Yellow ballot box sorters duties:

1. Sorters must move quickly.
2. Sorter team member will ensure the box has been sliced open by check-in clerk.
3. Distribute yellow ballot boxes evenly among table rows.
4. Grab an empty 2 FT mail tray from underneath the sorting table.
5. Sorters will need to sort and place all envelopes from the yellow Official Mail Ballot Return boxes into a 2 FT mail tray.
6. VBM envelopes cannot be placed onto the sorting tables; they must always be within a tray.
7. ALL VBM envelopes MUST be facing forward and right side up.
8. If a Provisional envelope is in a yellow ballot box, the sorter must write the Poll ID (located on the yellow ballot box seal) with a red pen and place it in the miscellaneous mail tray.
9. If a Green bar envelope is in a box, the sorter must write on the envelope the Poll ID number and place it in miscellaneous mail tray.
10. If an Official Mail Ballot Return envelope (VBM) belonging to another county is in the box place it in the miscellaneous mail tray and write the Poll ID # on the outside of envelope.
11. The mail tray runner will take the empty box to the end of the table and place it on a pallet to be broken down in.
12. The team member at the end of the table is than responsible for breaking down the ballot boxes and placing them on a separate pallet to be palletized.

Mail Tray Runner

Mail tray runners are to move quickly. As the sorters fill up a mail tray with yellow envelopes, a mail tray runner must be available to carry the full mail tray to the appropriately labeled **Ready for Incoming Pass** Bakers Racks which will be located next to the BlueCrest machine and machine operator.

Box Break Down Clerk

At the end of every sorting table, there will be one Ballot Box Break down team member.

The Ballot Break Down team member is responsible for breaking down the yellow ballot boxes as soon as the sorters are done emptying them out. The boxes should be placed on a pallet neatly and all facing the same direction.

Team members must also move quickly so not too many boxes pile up and obstruct the process or walkway.

Authorization

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