



REGISTRAR OF VOTERS

# Scaling, Boxing, and Logging Extracted Ballots

PROCEDURE DOCUMENT – Version 2.3

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# Scaling, Boxing, and Logging Extracted Ballots

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## Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for Ballot Preparation Boxing and Logging Team Leads and clerks and any other personnel appointed to categorizing, boxing, sealing, and recording extracted ballots. Personnel assigned to this task must be capable of continuously lifting up to 25 pounds. This procedure does not cover all possible scenarios but will outline the most common ones.

## Purpose

This procedure outlines the steps to box, categorize, seal and record extracted ballots and to prepare ballots for both IT ballot tabulation team, and Duplication team.

## Supplies Needed

- Box Inventory Control Log binder
- Box Seals
- Brown VBM ballot boxes
- Cart Signs
- Gloves
- Pen
- Pocket reference sheets (placards)
- Scales (2)
- To Count box labels
- To Duplication box labels

## Overview

Preparing ballots for tabulation involves performing certain tasks to avoid confusion. Once a ballot has been extracted and separated from its envelope, it can no longer be returned to that envelope. This can make it difficult to determine which precinct the ballot belongs to or what category the ballot belongs to. To help overcome these problems, proper setup must be completed prior to processing extracted ballots.

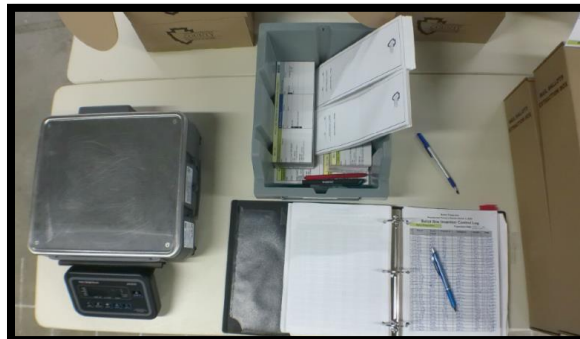
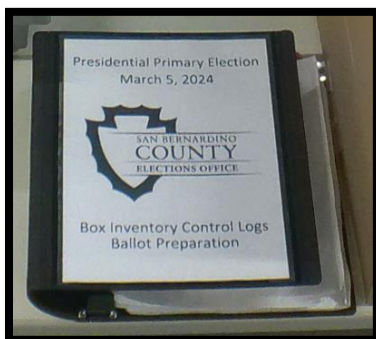
## Setup

1. Place built Vote-By-Mail ballot brown boxes onto the tables near the ballot counting room.

**Note:** Leave enough space between the boxes to fully open the lid and to place stacks of ballots next to. These will be your ballot working areas.



2. The Box Inventory Control Log binder near the scale.



- Place one placard indicating the pocket number in each Extraction Box. Extracted ballots are sorted by pocket numbers found on mail tray tags.

**Note:** VBM Duplication, UOCAVA Duplication, VBM Mixed will also have a placard.

June 07, 2022 - Statewide Primary Election

## POCKET 25

### BT 0287 - 0365

**Label Example**

Box 1		JUNE 7, 2022 - STATEWIDE DIRECT PRIMARY ELECTION - 06/07/2022	
1 Ballot Preparation		3 Ballot Storage	
<b>05/23/2022</b> <b>25</b> Category Mail Ballo <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Prepared Mail Proce <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Proce	Scale Count Scale # Scale Count Verified (22 & 23) CD Yes	Initials Initials Initials Initials	

**Log Example**

Ballot Preparation  
June 7, 2022 Statewide Direct Primary Election Held on June 7, 2022

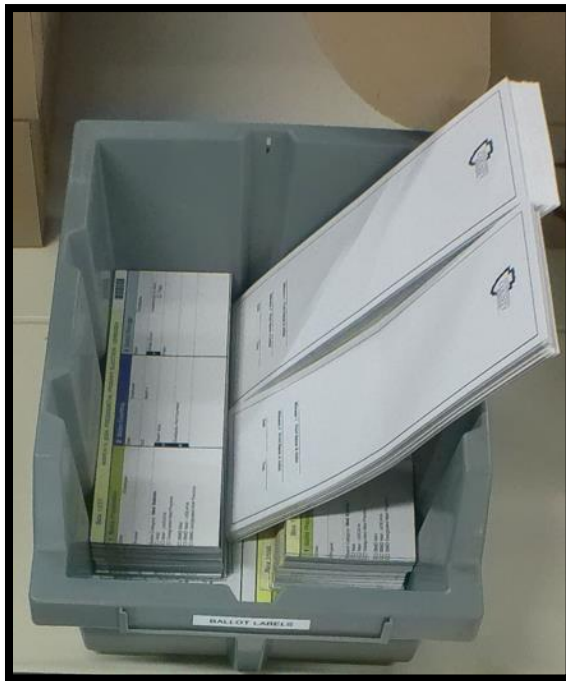
#### Ballot Box Inventory Control Log

Preparation Date: **05/23/2022**


#	Box #	Scale Count	Pocket #	Category	Initials	Time
1	1	N/A	25	Mail	CT	3:17pm
2						
3						
4						
5						
6						
7						
8						
9						
10						




- The grey bin that contains ballot labels and seals, listed below.



a. Extracted Ballots to Counted box labels.

Box 1		NOVEMBER 8, 2022, GENERAL ELECTION - 11/08/2022			
<b>1 Ballot Preparation</b>		<b>2 Ballot Counting</b>		<b>3 Ballot Storage</b>	
Date <b>03/22/2023</b>	Employee <b>ED</b>	Date	Employee	Date	Employee
Pocket <b>25</b>	CC	Batch #	Scale Count	Verified 2(a) & 3(a)? <input type="checkbox"/> Yes	
Ballot Category: <b>Mail Ballots</b> <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct  <input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct		Batch Size		Pallet	
Scale Count: <input type="text"/>		Outstacks (Not Counted)			

b. To Be Duplicated box labels.

Box 5001		NOVEMBER 8, 2022, GENERAL ELECTION - 11/8/2022			
<b>1 Ballot Preparation</b>		<b>2 Ballot Duplication</b>			
Date <b>03/22/2023</b>	Employee <b>ED</b>	Date	Employee		
Ballot Category: <b>To Be Replicated</b> <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct <input type="checkbox"/> Polling Place <input type="checkbox"/> Provisional  <input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct <input type="checkbox"/> BMD Polling Place <input type="checkbox"/> BMD Provisional		Hand Count			
Poll ID		a			
Hand Count: <input type="text"/>					

c. Box seals.

_____ <i>Witness 1 Print Name &amp; Initial</i>	
_____ <i>Witness 2 Print Name &amp; Initial</i>	
_____ <i>Date</i>	_____ <i>Time</i>

**Note:** Do NOT pre-fill these seals out.  
These are to be filled out ONLY at the  
time of sealing a box.

## Processing Ballots Received from Extraction Team Leads

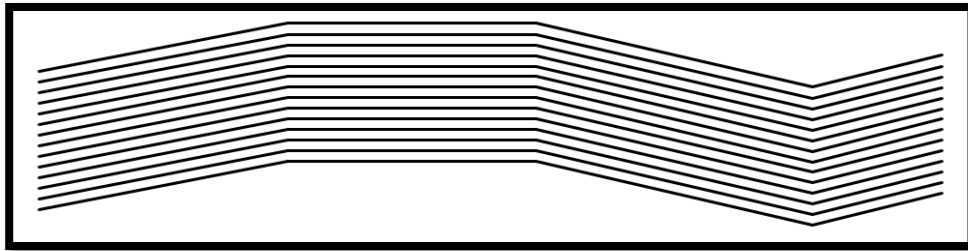
When the leads return with ballots, they will either hand them over directly or place them on top of a box with the appropriate pocket number. Before they can be boxed, they must be flattened and reviewed for potential damage or issues.

1. Collect the stack of ballot cards from the Extraction Team Lead.
2. Take note of which pocket number the Lead indicates that the ballot cards come from.
3. Find and open the box with the appropriate pocket number.

**Note:** If the box is close to **450-500 ballot cards per box**, you will need to close the box and set up a new box to use for the remaining ballots. To estimate 450-500 ballot cards before scaling, use the picture on page 6 as a reference.

4. Sort through and align the stack of ballots so that all the folds line up in the same direction.

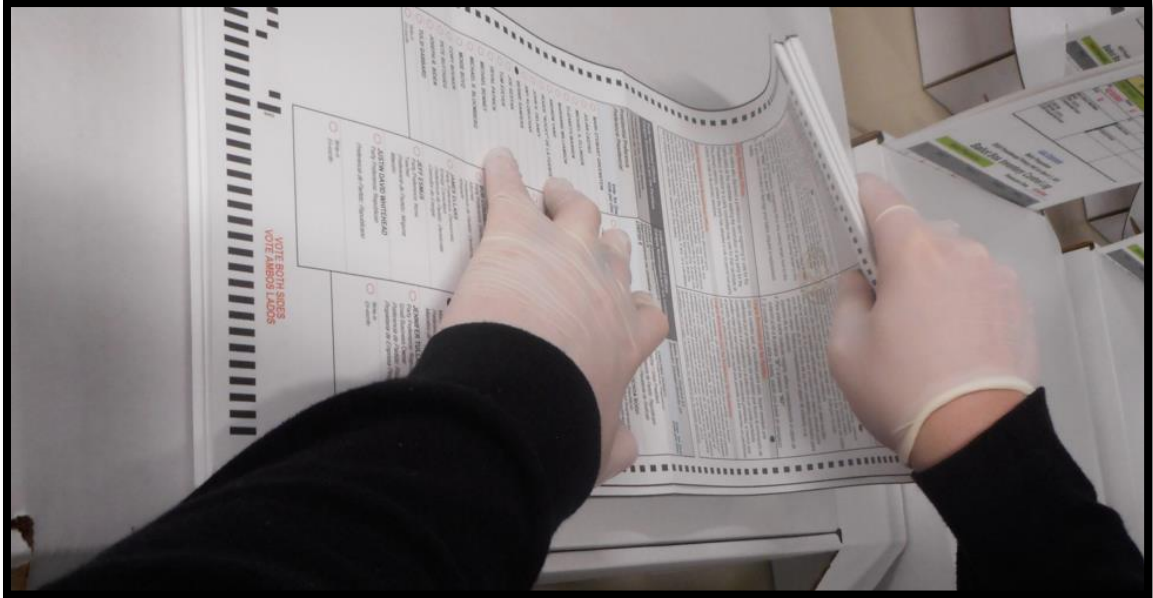
**NOTE:** Make sure that all ballots are facing the same way, as displayed here.



5. Flip through the ballots looking for obvious deep cuts, tears, debris or VBM wraps (these must be removed).

**Note:** For any damaged ballot cards found, remove them from the stack and put the ballot into the box of that ballot's category for Duplication (e.g., "VBM to Duplication", "UOCAVA to Duplication", etc.).

6. Flatten the ballots by folding the stack in the opposite direction of the folds.



7. It may also be useful to roll the stack of ballot cards crosswise to flatten them further.
8. Place the ballots into the box, making sure the tops of the ballots line up.



## Scaling, Logging and Closing a Full Box

When ballots reach near  $\frac{3}{4}$  of the box (about 1" from the top), or at the end of every day, ballot boxes need to be closed, labeled, sealed, recorded, and staged for IT department to collect.

1. Before labeling and sealing ballots inside boxes, weigh ballots inside boxes on the scale, then close the box.

**Note:** No more than 500 ballot cards per box, as pictured below.



2. Select a label with the next numerical box number from the stack of extraction box labels.

A photograph of a stack of extraction box labels. The top label is highlighted with a red rectangular box. The label contains the following information: 'Box 1475', 'SEPTEMBER 14, 2021, CALIFORNIA GUBERNATORIAL RECALL ELECTION', and '09/14/2021'. The label also has sections for '1 Ballot Preparation', '2 Ballot Counting', and '3 Ballot Storage'.



**Note:** Pull new labels in numerical order by box number. To determine the next available box number from the stack, look at the box number at the top of each stack. Whichever stack has the smaller number (ex: 1002 vs 1003) is the stack to pull from.

- Fill out the information in the first column of the label as the placard from the box shows.

**Note:** Make sure that the box has been removed from the scale before filling out the label.

<b>Label Example</b>					
Box 1		JUNE 7, 2022, STATEWIDE DIRECT PRIMARY ELECTION - 06/07/2022			
<b>1 Ballot Preparation</b>		<b>2 Ballot Counting</b>		<b>3 Ballot Storage</b>	
Date	05/23/2022	Employee	CT	Date	
Pocket	25	ICC	Batch #	Scale Count	Verified 2(a) & 3(a)? <input type="checkbox"/> Yes
Ballot Category: Mail Ballots <input checked="" type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct  <input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct		Batch Size		Pallet	
		Outstacks (Not Counted)			
Scale Count		499			

- Peel the wax paper from the back of the label.

**Note:** Be careful that the label does not touch anything before it is properly applied. The glue is particularly strong and could become permanently attached to whatever it touches, which could end up tearing the label. If you damage a label, log it into the **Ballot Box Inventory Control Log – SPOILED** sheet.

- Apply the label to the short side of the box, with the opening of the box facing you.



6. Record the written information from the label into the Box Inventory Control Log, just as the box placard shows. For the Time column, write down the current time.

**Note:** If this is the first box to be sealed for the day, begin a new Box Inventory Control Log sheet and write the date.

- A. Date (whenever starting a new sheet)
- B. Box number (the number in the upper left of the label)
- C. Scale Count (the amount of ballot cards in the box, as shown by the scale)
- D. Pocket # (the pocket number of the boxed ballots)
- E. Category (the marked category of the box, such as Mail, UOCAVA, etc.)
- F. Initials (employee's initials from the box label)

**Box 1**

**1** Ballot Preparation

**05/23/2022** **CT**

**25** **D** **F**

**E**

**Scale Count 499**

**C**

**Ballot Preparation**

June 7, 2022 Statewide Direct Primary Election Held on June 7, 2022

**Ballot Box Inventory Control Log**

Preparation Date **05/23/2022**

#	Box #	Scale Count	Pocket #	Category	Initials	Time
1	<b>1</b>	<b>499</b>	<b>25</b>	<b>Mail</b>	<b>CT</b>	<b>3:17pm</b>
2	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	
3						

7. Two team members must complete the box seal label.
8. Print and initial your name (not sign) and write down the current date and time before applying the seal. Do not pre-fill these seals out!

<u>Barry Manilow</u>	<u>BM</u>
<b>Witness 1 Print Name &amp; Initial</b>	
<u>Diana Ross</u>	<u>DR</u>
<b>Witness 2 Print Name &amp; Initial</b>	
<u>4/10/2024</u>	<u>2.55 pm</u>
<b>Date</b>	<b>Time</b>

9. Peel the wax paper from the back of the seal.
10. Apply the seal to the left-most side of the box opening (see photo).
11. If the box has been previously sealed, use the next available space to the right to seal it.




12. With the box sealed, place it on the Bakers rack with the “Ready for Count” sign.

**Caution!** These boxes can be quite heavy. Please be careful as you lift these boxes off the table and onto the various shelves of the racks. Do not be afraid to ask for help and be aware of your physical limits. This is a demanding task that requires standing for long periods and heavy lifting of up to 25 pounds.

## Closing a Box of Challenged Ballots

Boxes of challenged ballots are closed and sealed the same way as regular extracted, with a few exceptions. They will use a different label (label numbers for ballot duplication start at 5,001) and the boxing lead will fill out a different log, as seen below. The box will be hand-counted and recorded in the log prior to sealing (damaged ballots will throw the scale count off).

If a box contains origami ballots, the number of cards present must be counted. There may be three or four pages, but only two cards.

<b>Box 5001</b>		MARCH 5, 2024, PRESIDENTIAL PRIMARY ELECTION - 3/5/2024		
<b>Ballot Preparation</b>		<b>2 Ballot Duplication</b>		
Date	Employee	Date	Employee	
<b>Ballot Category: To Be Replicated</b> <input type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct <input type="checkbox"/> Polling Place <input type="checkbox"/> Provisional  <input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct <input type="checkbox"/> BMD Polling Place <input type="checkbox"/> BMD Provisional		Hand Count		
Poll ID				

[Log Example](#)

**Ballot Preparation**

**Presidential Primary Election March 5, 2024**

**Ballot Box Inventory Control Log**

<b>To Be Duplicated</b>			<b>Preparation Date: 03/15/2024</b>		
#	Box #	Hand Count	Category	Initials	Time
1	<b>5001</b>	<b>75</b>	<b>PROV</b>	<b>CT</b>	<b>3:17pm</b>
2					
3					

## Spoiling Labels

If a label is unusable for any reason, we must mark it as spoiled in the Spoiled Log so that we can account for the discrepancy of a break in box numbers.

1. Open the Extraction Binder and go to the last page for Spoiled Log.
2. Fill in the date of the spoilage, the number on the box, the reason it is being spoiled, and your initials.

Box 1257		MARCH 5, 2024, PRESIDENTIAL PRIMARY ELECTION - 03/05/2024			
<b>1 Ballot Preparation</b>		<b>2 Ballot Counting</b>		<b>3 Ballot Storage</b>	
Date 3/4/24	Employee 2H	Date	Employee	Date	Employee
Pocket 29		ICC	Batch #	Score Count a	Verified 2(a) & 3(a)? <input type="checkbox"/> Yes
Ballot Category: Mail Ballots		Batch Size a		Pallet	
<input checked="" type="checkbox"/> Mail		Outstacks (Not Counted) b			
<input type="checkbox"/> Mail - UOCAVA					
<input type="checkbox"/> Designated Mail Precinct					
<input type="checkbox"/> BMD Mail					
<input type="checkbox"/> BMD Mail - UOCAVA					

Ballot Preparation Consolidated Mail Ballot Election Held on August 29, 2023 Spoiled Label Log				
#	Date	Box #	Reason	Initials
1	03/04/2024	1257	Stuck to table and store	CT
2				
3				
4				

## Authorization

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