



REGISTRAR OF VOTERS

# Scaling, Boxing, and Logging Extracted Ballots

PROCEDURE DOCUMENT – Version 2.1

Talmas, Caleb  
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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 50 pounds. This procedure does not cover all possible scenarios but will outline the most common ones.

## Purpose

The purpose of this procedure is to assist in categorizing, boxing, sealing, and recording extracted ballots and preparing ballots for the IT ballot tabulation team, and to prepare damaged ballots for duplication.

## Supplies Needed

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

## Setup

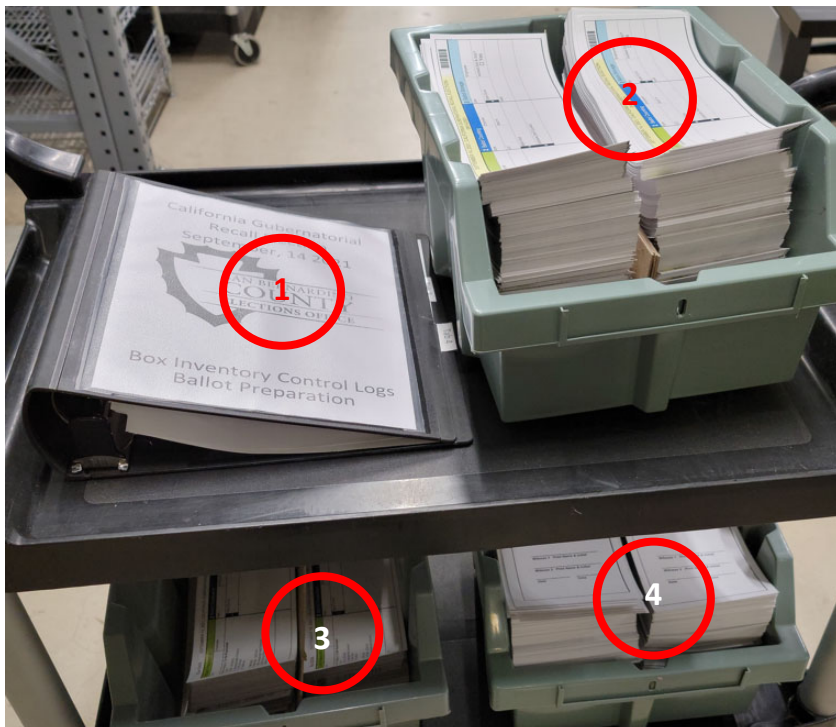
Preparing ballots for tabulation involves performing certain tasks to avoid confusion. Once a ballot has been extracted and separated from its envelope, it can no longer be returned to that envelope. This can make it difficult to determine which precinct the ballot belongs to or what category the ballot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

1. Place built Vote-By-Mail ballot 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.

<p>Ballot Preparation Central Election Hall/Room November 4, 2022 Preparation Date: 10/17/2022</p> <p><b>Ballot Box Inventory Control Log</b></p> <p>Scale: Preparation Box # 3 Scale Count N/A Category VBM Initials CT Time 3:17pm</p>	<p><b>Box Inventory Control Log Binder</b></p>	<p><b>VBM Mixed</b></p> <p>VBM MIXED TO COUNT</p>	<p><b>Pocket 25</b> 0001-0331</p>	<p><b>Pocket 26</b> 0332-0421</p>	<p><b>Pocket 27</b> 0422-0706</p>	<p><b>Pocket 28</b> 0707-0959</p>
		<p><b>VBM Duped 5000 Series</b></p> <p>VBM MIXED TO DUPLICATE</p>	<p>POCKET 25 BT 0287 - 0365</p>	<p>POCKET 26 BT 0001 - 0286</p>	<p>POCKET 27 BT 0458 - 0706</p>	<p>POCKET 28 BT 0366 - 0457</p>


2. Set up the black cart.
  - a. The Box Inventory Control Log binder (1)



b. Extracted box labels (2)

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	03/22/2023	Employee	ED	Date	Employee
Pocket	25	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  Scale Count: <input type="text"/>		Batch Size  Outstacks (Not Counted)		Pallet	

c. To Be Duplicated Box labels (3)

Box 5001		NOVEMBER 8, 2022, GENERAL ELECTION - 11/8/2022			
<b>1 Ballot Preparation</b>		<b>2 Ballot Duplication</b>			
Date	03/22/2023	Employee	ED	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  Poll ID		Hand Count			
Hand Count: <input type="text"/>					

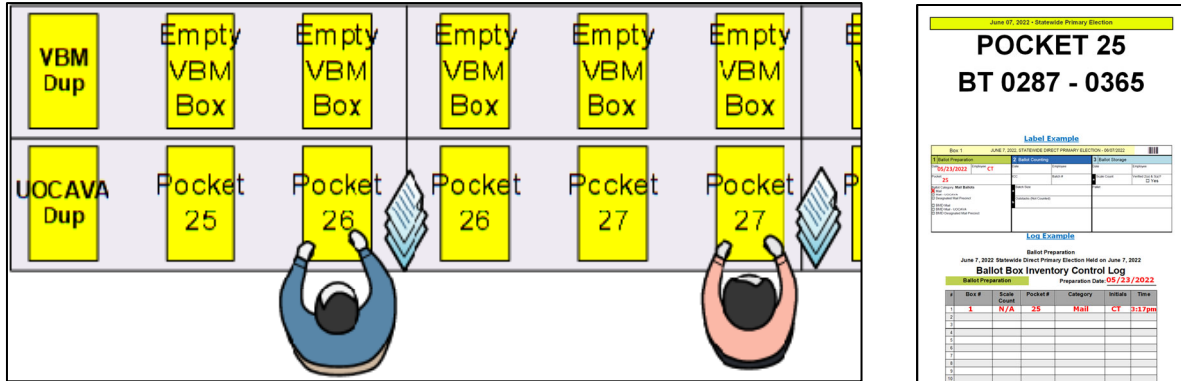
d. Box seals (4).

<table border="1"> <tr> <td>Date</td> <td>03/22/2023</td> <td>Time</td> <td>08:10 AM</td> </tr> <tr> <td colspan="4">Witness 2 Print Name &amp; Initial</td> </tr> <tr> <td colspan="4">Linda Lincan LL</td> </tr> <tr> <td colspan="4">Witness 1 Print Name &amp; Initial</td> </tr> <tr> <td colspan="4">Erman de Guzman ED</td> </tr> </table>		Date	03/22/2023	Time	08:10 AM	Witness 2 Print Name & Initial				Linda Lincan LL				Witness 1 Print Name & Initial				Erman de Guzman ED				
Date	03/22/2023	Time	08:10 AM																			
Witness 2 Print Name & Initial																						
Linda Lincan LL																						
Witness 1 Print Name & Initial																						
Erman de Guzman ED																						

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

- 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.



## Processing Ballots Received from Extraction Team Leads

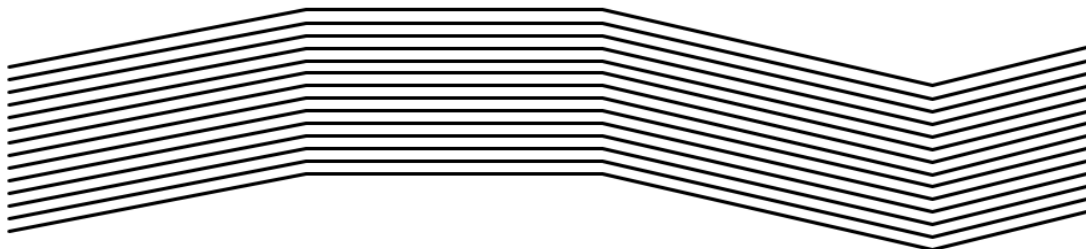
When the leads return with ballots, they will either hand them over directly or place them on top of a box with the appropriate pocket number. Before they can be boxed, they must be flattened and reviewed for potential damage or issues.

- Collect the stack of ballot cards from the Extraction Team Lead.
- Take note of which pocket number the Lead indicates that the ballot cards come from.
- 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.

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

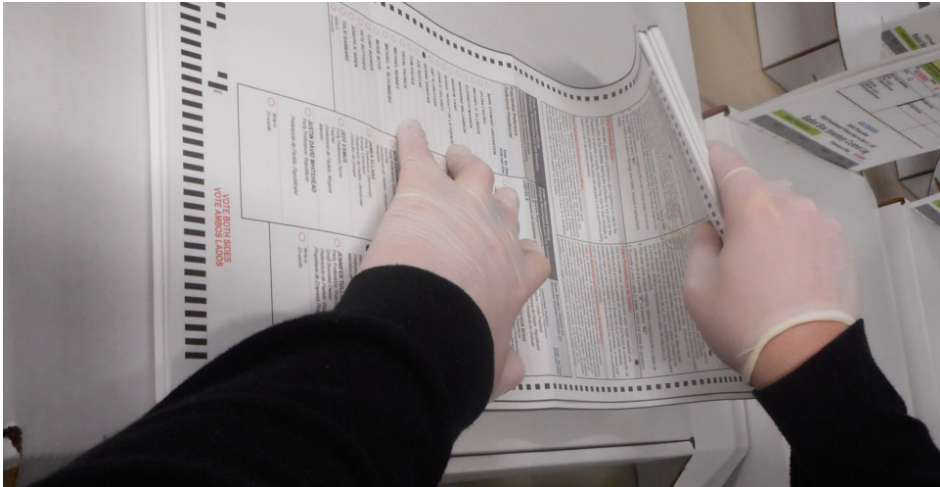
**NOTE:** Make sure that all ballots are facing the same way.



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. Using the space to the right of the box, flatten the ballots by folding the stack in the opposite direction of the folds.



**Note:** It may also be useful to roll the stack of ballot cards crosswise to flatten them further.

7. Place the ballots into the box, making sure the tops of the ballots line up.

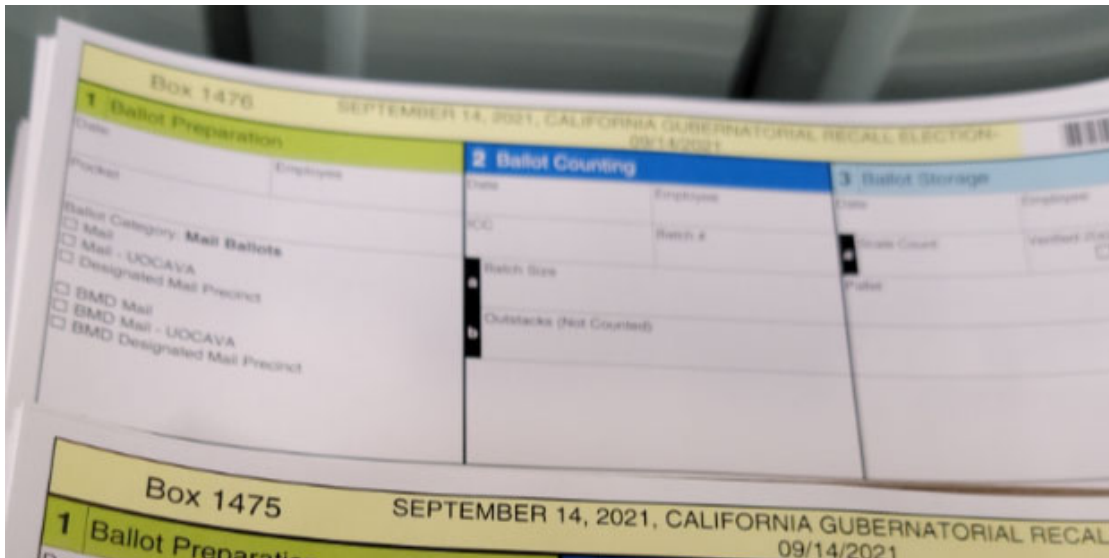
## Scaling, Logging and closing a Full Box

1. When the ballots reach near 3/4 of the box, close the lid of the box.
2. Before labeling and sealing ballots inside boxes, weigh ballots inside boxes on the scale.

**Note:** Only 450-500 ballot cards per box.



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




**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.

### Label Example

Box 1		JUNE 7, 2022, STATEWIDE DIRECT PRIMARY ELECTION - 06/07/2022			
1 Ballot Preparation		2 Ballot Counting		3 Ballot Storage	
Date <b>05/23/2022</b>	Employee <b>CT</b>	Date	Employee	Date	Employee
Pocket <b>25</b>		CC	Batch #	Scale Count <b>a</b>	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		<b>499</b>			

- 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 in 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 to your left.





- Record the written information from the label into the Box Inventory Control Log, just as the box placard shows.

**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.

**Label Example**

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

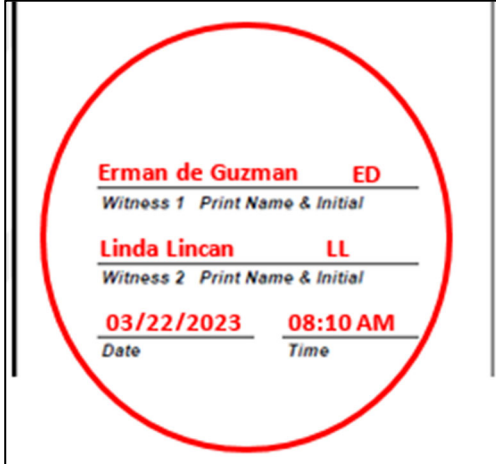
**Ballot Preparation**  
June 7, 2022 Statewide Direct Primary Election Held on June 7, 2022

## Ballot Box Inventory Control Log

<b>Ballot Preparation</b>			Preparation Date: <b>05/23/2022</b>			
#	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						
3						

- Fill out a witness seal with another team member.

**Note:** This seal can be completed by any two personnel. Be sure to print and *initial* your name (not sign), and to write down the current date and time before applying the seal. Do not pre-fill these seals out!



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).

**Note:** If the box has been previously sealed, use the next available space to seal it.



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

**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 20 pounds.

## 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.

Ballot Preparation Consolidated Mail Ballot Election Held on August 29, 2023 <b>Spoiled Label Log</b>				
#	Date	Box #	Reason	Initials
1	11/9/2022	450	Stuck to table and tore	CT
2				
3				
4				

## Authorization

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