



REGISTRAR OF VOTERS

# Distributing and Collecting Ballots

PROCEDURE DOCUMENT – Version 3.2

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# Distributing and Collecting 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 Team Leads and any other personnel appointed to distribute ballots to extraction clerks and collect extracted ballots and challenged ballots. Personnel assigned to this task must be capable of continuously lifting 20 pounds. This procedure does not cover all possible scenarios but will outline the most common scenarios.

## Purpose

The purpose of this procedure is to assist in distributing ballot envelopes to be extracted and collecting extracted ballots for boxing, extracted envelopes for storage, and challenged envelopes for further review. This also minimizes the number of boxes that need to be pulled for recounts. The procedure differentiates between extracting ballots via the OPEX extraction machines and manually extracting from the envelopes without them.

## Supplies Needed

- Black Rubbermaid Carts
- Red Pen and Post-It Notepad (optional)
- PPE's, Gloves & Mask are required for your safety

## Collecting Ballots from Extraction Racks

Ballot envelopes and folded ballots must be distributed to Extraction Team clerks and the resulting extracted/unfolded ballots boxed by pocket number. First and foremost, ballots must be gathered and distributed to the team to be extracted.

1. Choose the last extraction rack that ballot trays were pulled from, or a single extraction rack that has a large quantity of ballots available.
2. Gather 10-15 trays onto the Rubbermaid cart.
3. Stack mail trays on all available shelves of the cart. Ensure that the trays will not fall from the cart. You may stack trays on top of each other if there is room to safely maneuver them.



**Caution!** Lifting and carrying mail trays filled with ballots is physically demanding. There will be standing, bending of knees, lifting, and walking. Remember to pace yourself, ask for help, and only carry what you can safely handle. For safety, carry only one mail tray at any one time.

4. Wheel the cart near the extraction tables.

### Distributing Ballots to Extraction Team Members (OPEX Extraction)

Typically, ballots will have already been removed from their envelopes by an OPEX operator. With the trays of folded ballots, work on one row of extraction clerks at a time. This helps avoid running into other leads. Two people are typically assigned to a table, allowing for processing twice as fast; this requires close monitoring to ensure production does not stop for long.

1. Take one tray of folded ballots from the cart and walk to the furthest available Extraction Team clerk.

**Note:** Always pull from the top-most shelf and tray on the cart.

2. Place the mail tray in front of the two clerks.



3. Collect any remaining ballots from the green trays of the extraction clerks. This ensures that ballot type ranges are not mixed up in a single box.

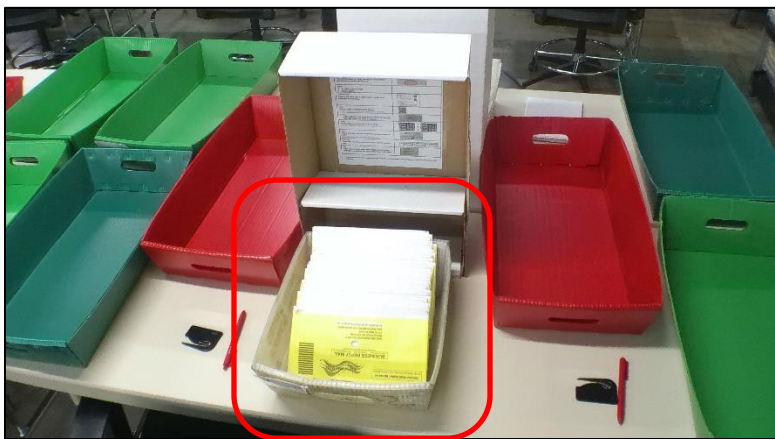
## Distributing Ballots to Extraction Team Members (Manual Extraction)

When distributing envelopes, work on one row of extraction clerks at a time. This helps avoid running into other leads and makes memorization of what pockets each row is working on easier. If two people are assigned to a table, that table will be processing twice as fast and needs to be monitored closely.

1. Take one tray of envelopes from the cart and walk to the furthest available Extraction Team clerk.

**Note:** Always pull from the top-most shelf and tray on the cart.

2. Place the mail tray in the insert of the white empty envelope box with the barcodes of the envelopes visible to the clerk.



**Note:** Repeat as needed for all team members.

3. Notify the Boxing and Logging Lead and Team about the pocket number that has been distributed, as well as the number of rows that have that pocket number.

## Collecting Unfolded Ballots (OPEX Extraction)

As green trays fill up with extracted ballots, the Extraction Team Leads should continue to collect the extracted ballots to avoid being overwhelmed. Because there are no tray tag slips to verify the pocket number of ballots, these extracted ballots must be collected frequently and from only one table at a time.

1. Walk to an Extraction Team Member that has a sizeable stack of ballots in their **Green** tray.
2. Collect the ballots from the **Green** tray.



3. At the boxing and logging tables, verify the pocket number of the ballots by looking at the ballot types in hand and comparing them to the placard.
4. Deliver the ballots to the Boxing and Logging Team and let them know what pocket the ballots belong to.

## Collecting Extracted Ballots (Manual Extraction)

As green trays fill up with extracted ballots, the Extraction Team Leads should continue to collect the extracted ballots to avoid being overwhelmed.

1. Walk to the Extraction Team Member that has a sizeable stack of ballots in their **Green** tray.
2. Verify the pocket number of the ballots being extracted from the mail tray that is being worked on.
3. Collect the ballots from the **Green** tray.



**Note:** You may continue down the rows to collect more ballots from the same pocket but be careful that you do not mix ballots from different pocket numbers.

4. Deliver the ballots to the Boxing and Logging Team and let them know what pocket the ballots belong to.

### Refilling Trays for Extraction Team Members (OPEX Extraction)

When a table has finished unfolding ballots from their mail tray, a clerk will raise their hand and call out for another tray by saying “Runner.”

1. Take one tray from the Rubbermaid cart and walk to the calling Extraction Team Member.

**Note:** Always pull from the top-most tray available on the black cart’s shelf for the pocket number being worked.

2. Swap the empty white tray with a full tray.
3. Place the unfolded ballots from the green tray into the empty white tray.
4. Follow the instructions for collecting unfolded ballots.

### Refilling Trays for Extraction Team Members (Manual Extraction)

When a team member has finished extracting ballots from their mail tray, they will raise their hand and call out for another tray by saying “Runner”. Follow these steps exactly unless directed otherwise by Lead or Supervisor.

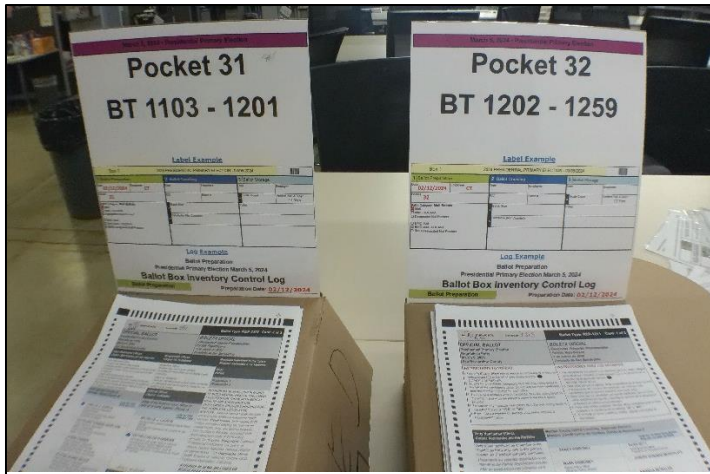
1. Take one tray from the Rubbermaid cart and walk to the calling Extraction Team Member.

**Note:** Always pull from the top-most tray available on the black cart’s shelf for the pocket number being worked.

2. Pull the mail tray that contains the extracted ballots.
3. Place the new tray of un-extracted ballots into the insert of the white box.
4. Review and take note of the pocket number of the extracted ballot mail tray.
5. Bring the tray of extracted ballots to the Boxing and Logging Team and let them know the pocket number that the ballots belongs to.



- Pull the extracted ballots from the top of the tray and hand them to the Boxing and Logging Team or place them on top of the appropriate box and pocket number.



- Take the tray of empty envelopes to the Envelope Storage rack and place in the first available area and shelf.



## Collecting and Sorting Extraction Challenges

Extracted envelopes are not without issues. As Extraction Team Members continue to extract ballots, some may have stains, cuts, voter notifications, missing ballots, extra ballots, or the envelope itself may not be fully sliced. The ballots are put back into their envelopes and the envelope is written on indicating the challenge code. These challenged envelopes will be placed in the red tray. **OPEX extracted ballots will simply be placed in the red tray without their envelopes.**

Keep VBM, UOCAVA, and Designated Mail Precinct ballots separate from each other.

1. Walk to the Extraction Team member and collect any ballot envelopes in the red tray.
2. Continue with all team members in the same row.
3. Then take the ballots to the Extraction Challenge Review Team.



## UOCAVA and DMP (Designated Mail Precinct) Ballots

These ballots (pockets 46 and 45 respectively) are commonly left until after the remaining pockets have been fully extracted. Designated Mail Precinct ballots and UOCAVA ballots are processed differently by the ballot tabulators and must be boxed separately from each other (and Vote-By-Mail ballots) and marked appropriately on their labels. Prioritize completing UOCAVA ballots before completing Designated Mail Precinct ballots.

## Authorization

|                                       |                             |
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