



REGISTRAR OF VOTERS

Storing Ballot Envelopes After Extraction

PROCEDURE DOCUMENT – Version 2.2

Harrell, Zonia
4/24/2024

Storing Ballot Envelopes After Extraction

Table of Contents

| | |
|---|----|
| Scope..... | 2 |
| Purpose | 2 |
| Supplies Needed | 2 |
| Batching the Envelopes..... | 3 |
| Selecting and Filling Out the Envelope Storage Box Labels | 6 |
| Mixed Batch | 8 |
| Palletizing Envelope Storage Boxes | 9 |
| Authorization | 10 |

Scope

This procedure is only to be used in the Ballot Department and is not applicable in any other departments. It was designed for the Ballot Envelope Storage Lead and assigned team members to store extracted envelopes. This procedure covers most scenarios.

Purpose

This procedure outlines the steps to store empty envelopes after their ballots have been extracted.

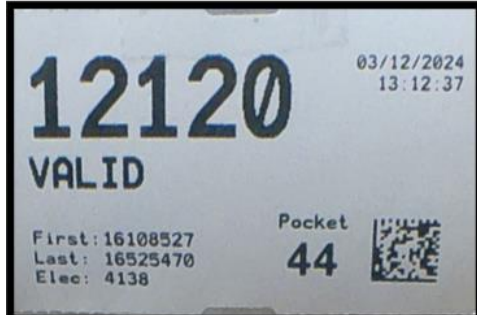
Supplies Needed

- Ballot Envelope Storage labels
- Ballot Envelope Storage boxes (white literature boxes)
- 12" & 21" Zip-ties
- Mail trays with Extracted Empty Envelopes
- Black Pen
- Black Sharpie
- Hole Punch
- Diagonal Cutters
- Zip-tie Prop Guide.
- Post-It Flags

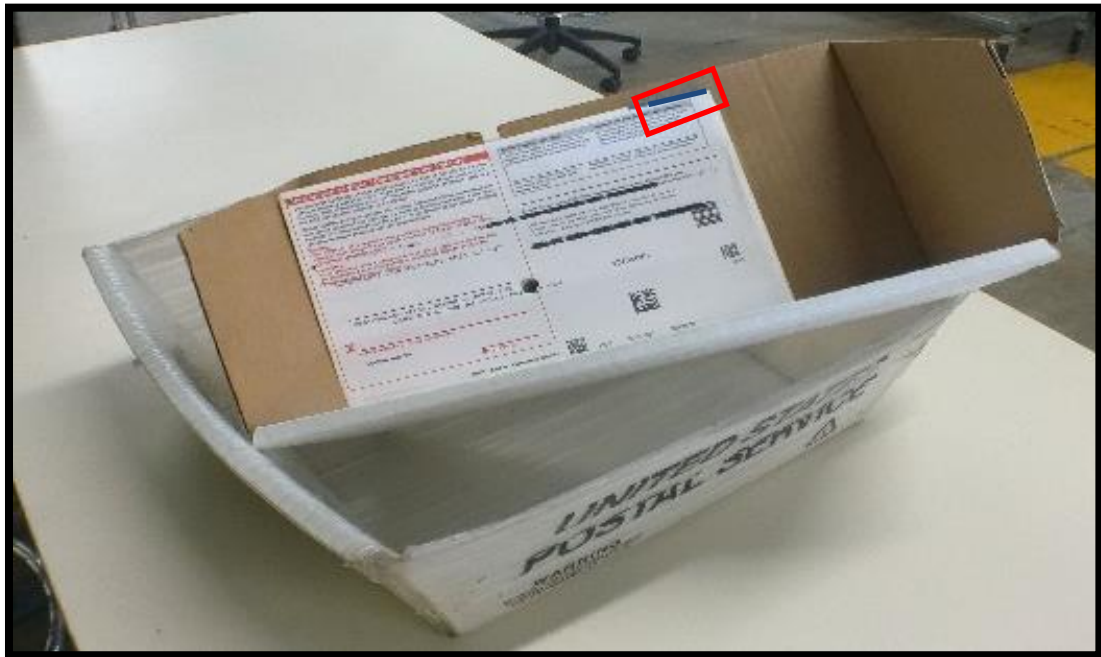


Batching the Envelopes

1. Select a tray from the Bakers' Rack labeled "Ready for Envelope Storage."
2. Remove the pocket tray tag from the mail tray and punch a single hole in the center.



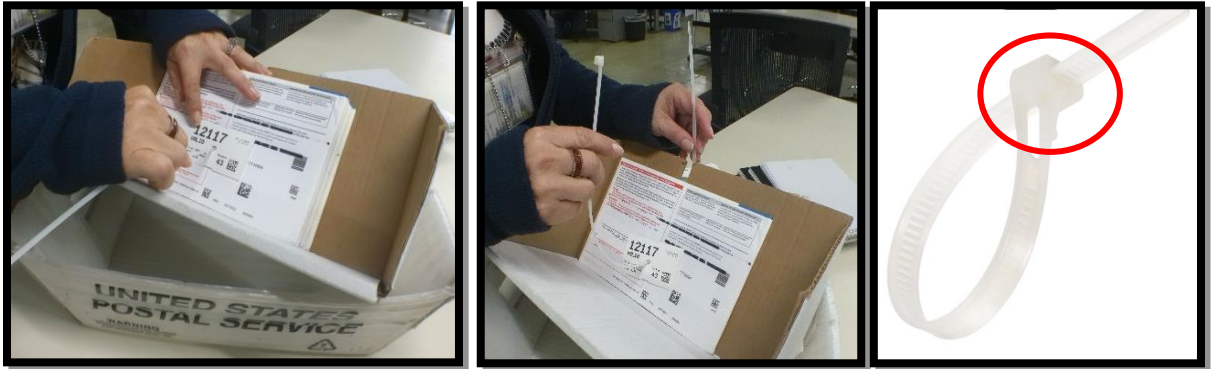
3. Gather and stack the empty envelopes facing in the same direction with the signature facing you.
4. Place the envelopes in the Zip-tie prop guide, as shown below.



5. Place the pocket tray tag on the white side of the envelopes.
6. Select a zip-tie:
 - a. 12" inch zip-ties for small batches, or
 - b. 21" inch for large batches.
7. Run a zip tie through the pocket tray tag, then the envelopes, with the zip tie ridges facing up, solid smooth side facing down.

8. Insert the zip tie into the zip tie lock and lock it together, as in the image below.

Note: Be sure not to zip tie it too tight; the envelopes should be able to lay flat without bowing in.



9. Cut off the excess end of the zip tie using the diagonal cutters.

Note: Leave a couple of millimeters at end of the zip tie, to make sure the zip tie does not come apart.



10. Place the bundled envelopes in a 2-foot mail tray facing in the same direction and put them in numerical order by tray number.



Selecting and Filling Out the Envelope Storage Box Labels

Boxes need to be labeled and must be palletized for proper storage. The box labels are numbered anywhere from 001 to 999.

- A. Select the very next lowest-numbered envelope storage label box number.

Box:004

Category

CHECK ALL THAT APPLY

Box:005

Category

CHECK ALL THAT APPLY

- B. On the label, under “CATEGORY”, mark the type of envelopes being stored in the box.

Category

CHECK ALL THAT APPLY

☒ VBM

- C. If multiple ballot envelope types have been placed in the box, mark all the categories.

Category

CHECK ALL THAT APPLY

☒ VBM

☐ VBM - No Counts

☒ Provisional Poll Counts

☐ Provisional Poll - No Counts

☐ Mail Ballot Precincts

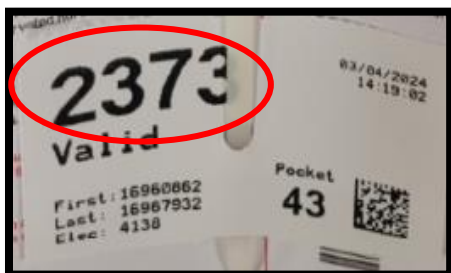
☒ Mail Ballot Precincts - No Count

☐ UOCAVA

☐ UOCAVA - No Count

11. In the “TRAY NUMBERS” section of the label, write in all the tray numbers being stored in the box, in numerical order, as in the image below.

Note: Mixed envelope bundles are to be written on the last space provided on the label as shown below.

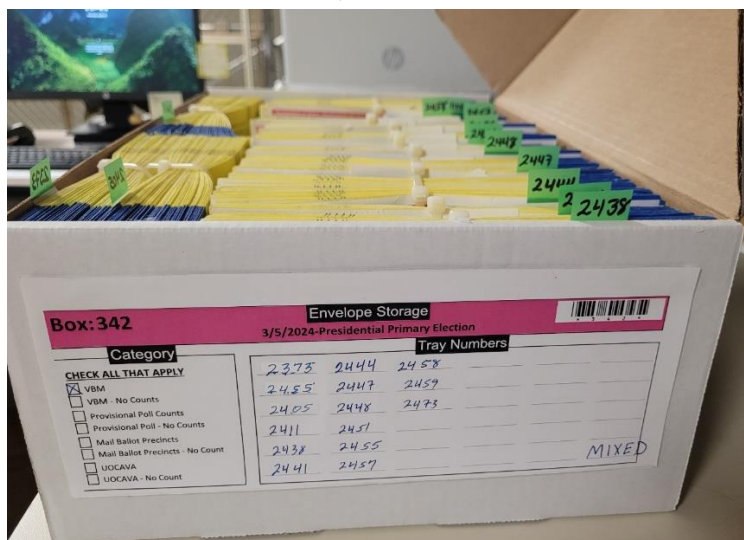


| Box:004 | | Envelope Storage | | 3/5/2024-Presidential Primary Election | | Tray Numbers | |
|--|--|------------------|------|--|--|--------------|--|
| Category CHECK ALL THAT APPLY <input checked="" type="checkbox"/> VBM <input type="checkbox"/> VBM - No Counts <input type="checkbox"/> Provisional Poll Counts <input type="checkbox"/> Provisional Poll - No Counts <input type="checkbox"/> Mail Ballot Precincts <input type="checkbox"/> Mail Ballot Precincts - No Count <input type="checkbox"/> UOCAVA <input type="checkbox"/> UOCAVA - No Count | | 2373 | 2448 | | | | |
| | | 2405 | 2451 | | | | |
| | | 2411 | 2455 | | | | |
| | | 2438 | 2457 | | | | |
| | | 2441 | 2458 | | | | |
| | | 2444 | 2459 | | | | |
| | | | | | | MIXED | |

12. Once the tray number is written on the label, place the bundled envelopes in the box. Again, facing the same direction.



13. Place the box with the top flap to the right and place the Envelope Storage Label on the shorter end in the center of the box, as shown below.




Note: The lock of the zip tie should hang over the edge of the envelope at an approximately 90° angle, as seen in the image above.

Mixed Batch Envelopes

Challenges are pulled during the extraction process. The Extraction Challenge Ballot Review Team members review the ballots to determine if the ballots are truly challenged or if the ballots can be sent for count without sending to duplication. These ballots get extracted and the envelopes do not get returned to their original batch. They have become “mixed.”

When you have a batch with mixed envelopes, write the word MIXED at the very last space provided on the ballot storage label as shown below.

| Box:004 | | Envelope Storage | | 3/5/2024-Presidential Primary Election | |  | |
|---|--|------------------|------|--|--|---|--------------|
| Category | | Tray Numbers | | | | | |
| CHECK ALL THAT APPLY | | 2373 | 2448 | | | | |
| <input type="checkbox"/> VBM | | 2405 | 2451 | | | | |
| <input type="checkbox"/> VBM - No Counts | | 2411 | 2455 | | | | |
| <input type="checkbox"/> Provisional Poll Counts | | 2438 | 2457 | | | | |
| <input type="checkbox"/> Provisional Poll - No Counts | | 2441 | 2458 | | | | |
| <input type="checkbox"/> Mail Ballot Precincts | | 2444 | 2459 | | | | |
| <input type="checkbox"/> Mail Ballot Precincts - No Count | | | | | | | |
| <input type="checkbox"/> UOCAVA | | | | | | | |
| <input type="checkbox"/> UOCAVA - No Count | | | | | | | |
| | | | | | | | MIXED |

Note: It is not required to zip-tie mixed ballots. If you do, do not zip tie any mixed ballots until right before closing the box, to maximize space.

Palletizing Envelope Storage Boxes

Palletize the envelope boxes NUMERICALLY from bottom to top

1. Place the box labels outward and upright on the pallets following the diagram below.
2. Place the boxes so the corners/edges of the boxes touch the corners/edges of the pallet.
3. On the second layer reverse the position of the boxes as in the image on the right.

First layer



Second layer



Note: Spreading the boxes will increase the strength of each layer and it will also line up with the next layer.

4. Continue to stack the boxes on the pallet, alternating between the first and second layers until you have reached 10 layers high.
5. Once you have reached 10 layers, a total of 70 boxes on the pallet, ask the Ballot Preparation Lead to reach out to the supervisor to remove the pallet and replace it with a new one.



Authorization

| | |
|-----------------------------------|-----------------------------|
| Document Owner: Ballot Department | Initiation Date: 09/07/2023 |
| Version Number: 2.2 | Date: 04/24/2024 |
| Version Written By: Zonia Harrell | |