



REGISTRAR OF VOTERS

# Storing Ballot Envelopes After Extraction

PROCEDURE DOCUMENT – Version 2.0

Harrell, Zonia  
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# Storing Ballot Envelopes After Extraction

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## 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 any other team members appointed to storing 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

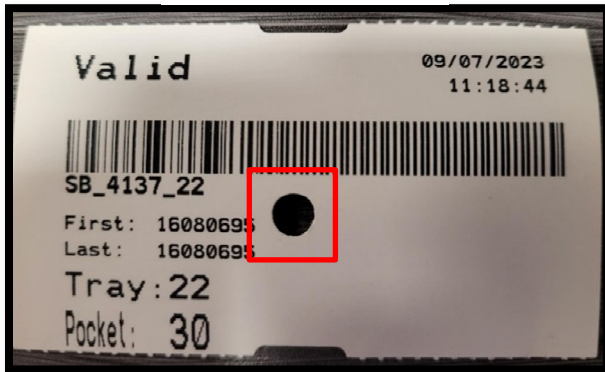
- Ballot Envelope Storage labels
- Ballot Envelope Storage boxes
- Zip-ties
- Mail trays with Extracted Empty Envelopes
- Black Pen
- Black Sharpie
- Hole Punch
- Diagonal Cutters



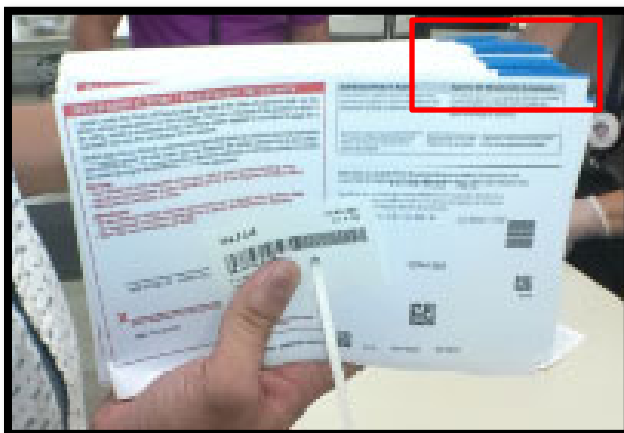
## Batching the Envelopes

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.

Single Hole Punch



3. Gather and stack the empty envelopes facing in the same direction (blue bar to the right).
4. Place the pocket tray tag on the white side of the envelopes.
5. Run a zip tie thru the pocket tray tag, then the envelopes, with the zip tie ridges facing up, solid smooth side facing down.
6. Insert the zip tie into the zip tie lock and lock it together, as in the image below.
7. Be sure to not zip tie it too tight, the envelopes should be able to lay flat without bowing in.

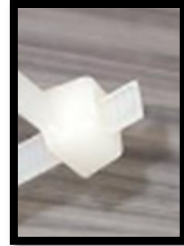
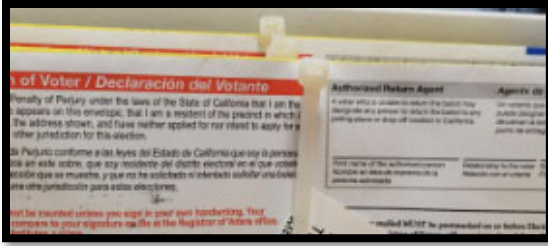


Note: Do not lock so tight, as to make the envelopes to bend or bow in; slight fanning is okay.

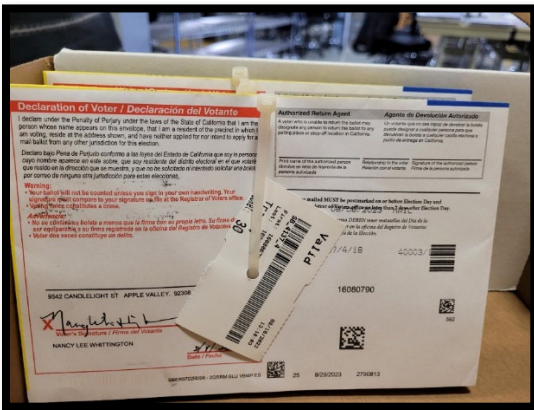
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- Cut off the excess end of the zip tie using the diagonal cutters.

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



- Place the bundled envelopes inside the envelope storage box, facing in the same direction.

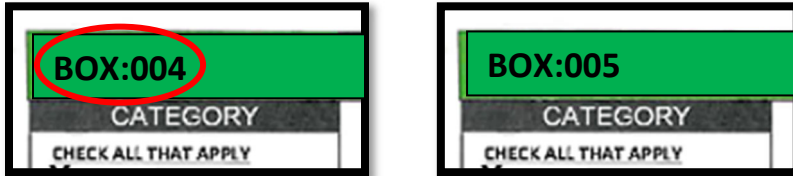


**Note:** The lock of the zip tie should hang over the edge of the envelope at approximately 90° angle, as seen in the image above.

## 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 number anywhere from 001 to 999.

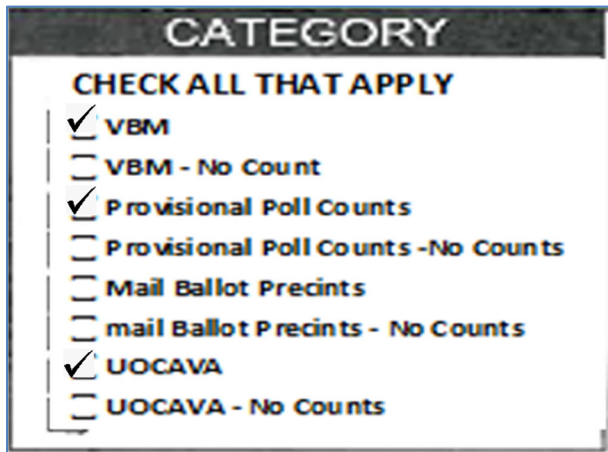
1. Close the envelope storage box.
2. Select the very next lowest-numbered envelope storage label box number.



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



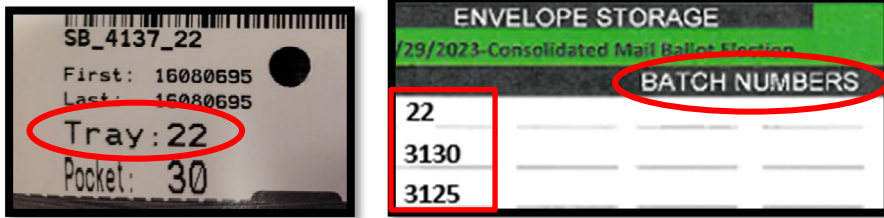
**Note:** If multiple ballot envelope types have been placed in the box, mark all the categories.



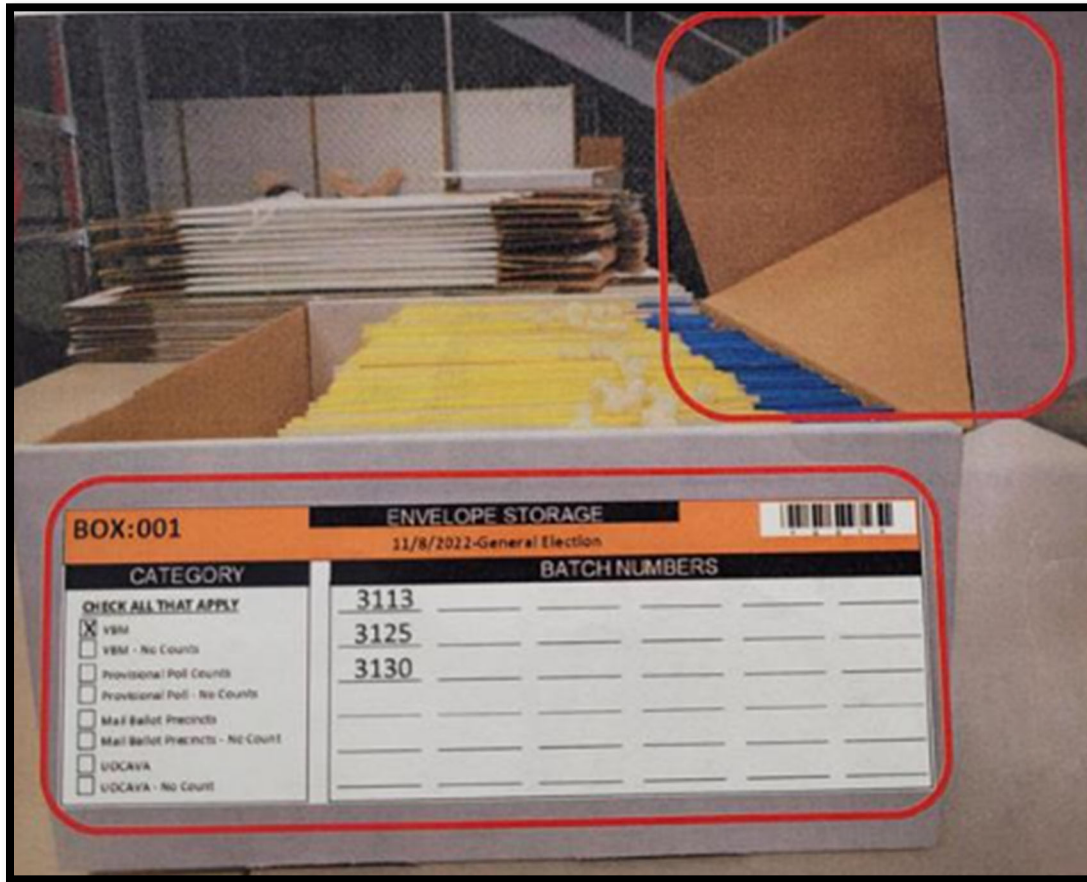
The image shows a detailed view of the 'CATEGORY' section of a label. The text 'CATEGORY' is at the top, followed by 'CHECK ALL THAT APPLY'. Below that is a list of categories with checkboxes. The 'VBM', 'Provisional Poll Counts', and 'UOCAVA' categories have checkboxes that are checked.

Category	Checked
<input checked="" type="checkbox"/> VBM	Yes
<input type="checkbox"/> VBM - No Count	No
<input checked="" type="checkbox"/> Provisional Poll Counts	Yes
<input type="checkbox"/> Provisional Poll Counts -No Counts	No
<input type="checkbox"/> Mail Ballot Precints	No
<input type="checkbox"/> mail Ballot Precints - No Counts	No
<input checked="" type="checkbox"/> UOCAVA	Yes
<input type="checkbox"/> UOCAVA - No Counts	No

- In the "BATCH NUMBERS" section of the label, write in all the tray numbers being stored in the box, as in the image below.



- 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.



## 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 get placed in a mixed batch with no pocket tray tags.

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		8/29/2023-Consolidated Mail Ballot Election	
CATEGORY		BATCH NUMBERS			
<b>CHECK ALL THAT APPLY</b>		22			
<input checked="" type="checkbox"/> VBM		3130			
<input type="checkbox"/> VBM - No Counts		3125			
<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"/> UDCAVA					
<input type="checkbox"/> UDCAVA - No Count					
					<b>MIXED</b>

Note: Do not zip tie any mixed ballots until right before closing the box.



## Palletizing Envelope Storage Boxes

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 11 layers high.
5. Once you have reached 11 layers, a total of 77 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

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