REGISTRAR OF VOTERS

Pulling Boxes for the 1% Manual Tally

PROCEDURE DOCUMENT – Version 1.0

Valencia, Salvador
08/25/2023

Pulling boxes for the 1% manual tally

Table of Contents

Purpose

The purpose of this procedure is to assist in the process of pulling boxes from pallets for the 1% manual tally. As part of canvass, the Mail Ballot/Voter Information Guide (MB/VIG) Department conducts a process that manually verifies the machine count. To do that, they require several specific polls and mail ballot boxes. They will produce a list of their required boxes and Ballot Storage will pull those boxes for them. This procedure outlines the steps to pull the required boxes from Storage.

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for the Ballot Storage Team and any other personnel appointed to assist in pulling boxes for the 1% manual tally. This procedure does not cover all possible scenarios but will outline the most common occurrences.

Supplies Needed

- Pen
- Highlighter
- Flat Metal Cart
- Dumbwaiter
- Bakers Racks
- Access to Intranet
- List of precincts and mail ballot boxes
    - Provided by IT & MB/VIG Department
    - Make sure spreadsheet is sorted by <u>Pallet number</u>

#	Precinct	Consolidation Name	Poll ID	Depot	Box	ICC	Batch	Count	Pallet
2	1764	C33S29A45E1B5SBUSB41764	5358	27	10903	9	1	204	1240
3	1139	C33S29A45E1B5SBUSB31139	5761	27	10178	8	2	115	1240
11	2630	C33S29A45E1B5SBUSB12630	3193	27	10701	2	3	99	1240
13	1388	C23S19A47E1B3YCURE51388	3249	26	10211	7	11	390	1240

Steps

1. Lead, assign two people per pallet to pull boxes from the precinct list provided by MB/VIG
   - Locate the first boxes with the same pallet number
   - Using the example below, this is what to look for:
     - Four boxes from pallet #1240
     - Box 10903, 10178, 10701, and 10211

| Box	ICC	Batch	Count	Pallet
10903	9	1	204	1240
10178	8	2	115	1240
10701	2	3	99	1240
10211	7	11	390	1240

2. Team members, locate pallet and pull boxes
   Note: If the box is lower than the first two or three layers of boxes, pull a box from the top and replace the now empty spot.
   - If a box is at the bottom first two layers, put the boxes on the top onto a new pallet.
   - If help is needed, call your lead.
3. Once the box is out of the pallet, place on metal cart
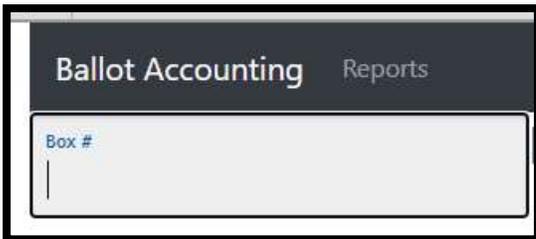4. Continue with the rest of the boxes on the list until done

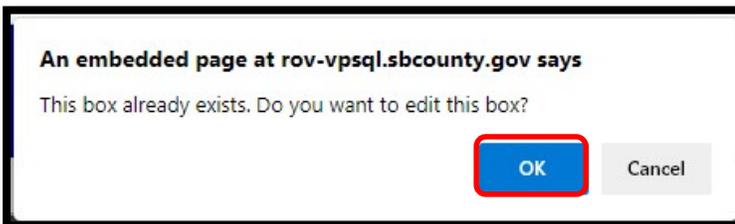5. Bring the boxes over to the team member at the computer area.
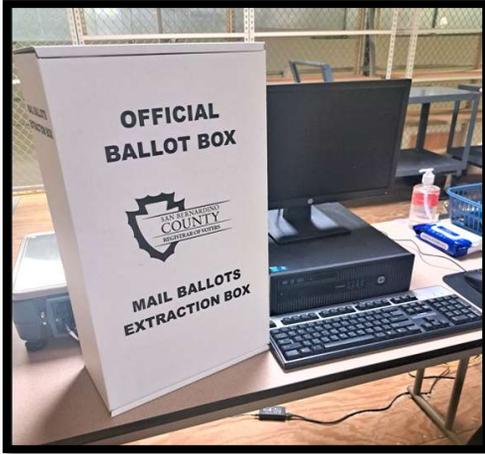
6. Log in to the intranet page by entering https://rov-intranet.sbcounty.gov/ on your browser.

7. Click on **Ballot → Storage**
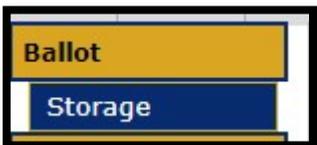
8. Type the **Box # →** click **tab**

9. When this dialogue box comes up, click **OK**

10. Delete the old pallet number and type in the new pallet number.
    - Large boxes → new pallet number is "9990."
    - Small boxes → new pallet number is "9895."

1 Ballot Preparation		2 Ballot Counting		3 Ballot Storage	
Date	Employee	Date	Employee	Date	Employee
Pocket		ICC	Batch #	a. Scale Count	Verified 2(a) & 3(a)?
25		6	2	640	Yes
Ballot Category: Mail Ballots		a. Batch Size		Pallet	
Mail		627		7777	

11. Click **Save**

    💾 Save

12. On the label, cross off the old pallet number and write the new pallet number

3	Ballot Storage	
Date		Employee
a	Scale Count	Verified 2(a) & 3(a)? ☐ Yes
Pallet	~~4410~~	9990

    Note: write your initials when changing the pallet #

13. Once the boxes are entered in the database, put them on the shelf across from computer area.
14. Mark each box off the list (using a yellow highlighter) and verify all boxes have been pulled out of pallets. This is to ensure all required boxes have been accounted for.

15. Place the box back onto the metal cart and take it to the dumbwaiter.

16. Two team members will load the boxes into the dumbwaiter
17. Press the bottom button to send boxes down.

18. Two team members will receive the boxes downstairs
19. Place all boxes on bakers rack
20. Deliver to MBVIG team
21. When the MBVIG team has completed the 1% manual process, two team members pick up baker's racks with boxes and bring them back to ballot storage.
22. Log into the data system and reassign them to their original pallet.
    Note: If boxes have had ballots removed as part of the 1% manual tally process, set the pallet number to 7777 and keep the boxes separated from their original pallets. also, different size boxes are palletized separately.

Authorization

Document Owner: Ballot Storage	Initiation Date: 01/18/2023
Version Number: 1.0, Original Document	Date: 08/04/2023
Version Written By: Salvador Valencia, Blanca Cazares	