

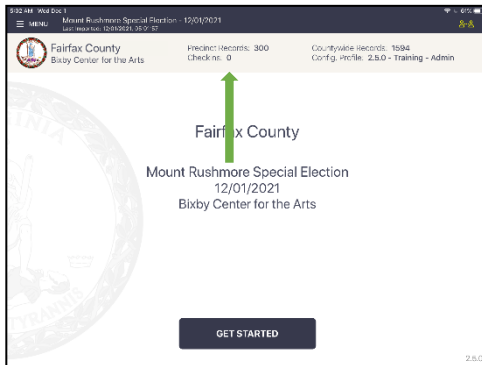


## SECTION 12

# CLOSING GUIDES

# CLOSING PROCEDURES

# POLL PADS



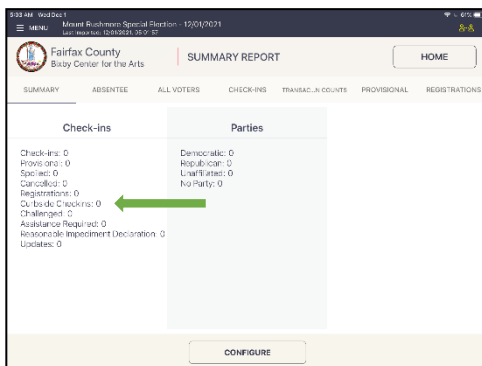
## 1. Get number of check-ins from each Poll Pad

- ☐ Find number of **Check-ins** in the top middle of the screen.
- ☐ Record this number in Part 1 on both copies of the **Statement of Results**.
- ☐ Repeat this step on each Poll Pad.
- ☐ Unplug all Poll Pads and put them together on a table.
- ☐ Wait five (5) minutes to allow Poll Pads to finish syncing.



## 2. Display Summary Report on one Poll Pad

- ☐ Tap **Menu** in top left corner of screen of any Poll Pad.
- ☐ Tap white **Summary Report** icon.



## 3. Get number of curbside voters


- ☐ Tap **Menu** in top left corner of screen of any Poll Pad.
- ☐ Tap **white Summary Report** icon.
- ☐ Find number of **Curbside Check-ins** on left side of the screen.
- ☐ Record this number in Part 2 on both copies of the **Statement of Results**.

### 1 Voters checked in

From each Poll Pad's home screen, review the top tan banner for the number of voters checked in. If there is an EDR number, add it to the number of voters checked in. For example, if it says "Check-ins: 99 (EDR: 1)", that is actually 99 + 1 = 100 voters.

Number of voters checked in on Poll Pad #1	7
Number of voters checked in on Poll Pad #2	+ 361
Number of voters checked in on Poll Pad #3	+ 366
Number of voters checked in on Poll Pad #4	+ 488
Number of voters checked in on Poll Pad #5	+
<b>Total number of voters checked in</b>	<b>= 1222</b>

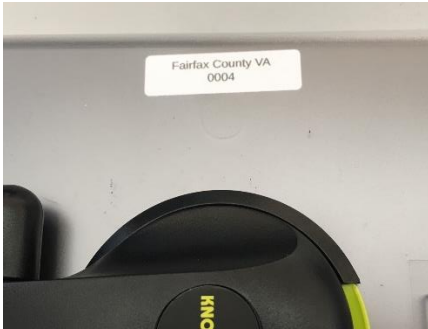
## 4. Do NOT power off Poll Pads

-  **Check the Statement of Results to verify that Poll Pad check-in and curbside numbers were entered correctly.**
- ☐ **Keep the Poll Pads powered on** when packing them into their cases. The main screen of the Poll Pad app (with "Get Started" button at bottom) should be visible.
- ☐ The screens may dim after some time; that is OK.



# CLOSING PROCEDURES

## POLL PADS



### 5. Identify matching case for each Poll Pad

- ☐ Each Poll Pad must be packed in its matching case.
- ☐ Find the white label on the back of the Poll Pad.
- ☐ Match the Poll Pad label (e.g., 0004) to the number on the blue case tag (e.g., EPB-0004).



### 6. Disassemble Poll Pad

- ☐ Disconnect the power cable from the Poll Pad and charger, and then unplug the charger from the surge suppressor.
- ☐ Remove stylus from ID holder.
- ☐ Carefully slide the ID holder sideways off the back.
- ☐ Hold down the base with one hand. Grasp the arm and pull up out of the base. Pull on the arm, **not** on the Poll Pad itself.
- ☐ Pack the base, ID card holder, stylus, charger, and power cable in the bottom of the case.



### 7. Pack Poll Pad

- ☐ Hold the Poll Pad sideways so that the home button is on the right. Rotate the arm so that it points at your right hand.
- ☐ Lay the Poll Pad in the case with the home button on the right. **Remember—the Poll Pad stays powered on!**
- ☐ Close the lid and make sure the latches are secure.



### ☐ Seal Poll Pad cases with zip-tie seals

- ☐ Seal each Poll pad case with one zip-tie seal. Thread seal through a hole on either side of the latches. Pull it snug.
- ☐ Record seal numbers on the **Machine Certification Form**, matching numbers on Poll Pad tags to numbers on the form.
- ☐ Put all Poll Pad cases with materials to be loaded in Chief's car.



# CLOSING PROCEDURES

# EXPRESSVOTE



## 1. Turn machine off

- ☐ The ExpressVote is heavy. Two officers should perform these tasks.
- ☐ Open the access door on the left side of the machine using the black barrel key.
- ☐ Flip the power switch to off.
- ☐ Close and re-lock the access door, ensuring the keypad cord is threaded through the door opening.



## 2. Close prop bar

- ☐ Unplug the headphones from the front.
- ☐ Attach the keypad to the Velcro square on the side.
- ☐ Lay the ExpressVote **gently** down on its screen.
- ☐ Snap the prop bar down flat against the back.



## 3. Unplug machine

- ☐ There is a collar around the power connector. Pull to slide it back slightly, and then pull to disconnect it from the back of the ExpressVote.
- ☐ Unplug the power cord from the surge protector and the surge protector from the wall outlet.



## 4. Return machine to case

- ☐ Slide the ExpressVote into the carrying case.
- ☐ Put the headphones in the case with the ExpressVote.
- ☐ Separate the power cord into two sections and place them in the side compartment.
- ☐ Close the side and top compartment zippers.



# CLOSING PROCEDURES

# EXPRESSVOTE



## 5. Return case to the equipment cart

- ☐ Close the carrying handle straps with their Velcro.
- ☐ Put the case in the equipment cart with the side compartment facing out. Tuck straps inside the cart.



# CLOSING PROCEDURES

## DS200 SCANNER



### 1. Check the auxiliary compartment

- ☐ Use flat silver key to unlock and open the auxiliary compartment.
- ☐ Two officers check for unscanned ballots. If any ballots are present, notify Chief before proceeding.
- ☐ Two officers remove ballots and insert them into scanner. If ballots cannot be scanned, set them aside for hand counting with the **Hand Count Report** form.
- ☐ Close and re-lock auxiliary compartment. Leave silver metal flap in the upright position.



### 2. Certify Public Count and Protected Count

- ☐ Enter the Public Count number and the Protected Count number from the top of DS200 screen on the **Machine Certification Form** for each machine opened.
- ☐ Remove red barcoded sticker seal from the printer access door. **Fold** the seal in half and place in **Envelope #7**.



### 3. Close polls and print reports

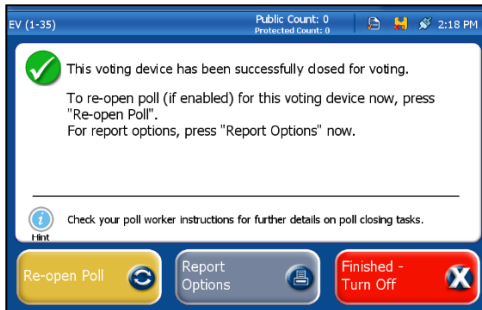
- ☐ Use black barrel key to unlock printer access door. Press and hold down physical **Close Poll** button for 3 seconds.
- ☐ Screen will display "You have chosen to close polls". Tap **Close Poll** to confirm.
- ☐ One copy of **Ballot Status Report** and three (3) copies of **Voting Results Report** will print automatically.
- ☐ Tear off *entire* results tape. Do not cut individual tapes!
- ☐ Two officers sign at bottom of each of the three (3) **Voting Results Reports**.
- ☐ Give the results tapes to the Chief.
- ☐ Leave the printer access door open for now.





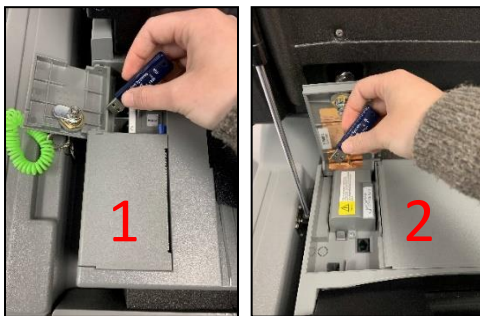
# CLOSING PROCEDURES

## DS200 SCANNER



### 4. Power down DS200

- ☐ Screen will read “this device has been successfully closed for voting.” Tap on-screen red **Finished – Turn Off** button
- ☐ ⚠ Wait for the screen to turn completely dark and the red power light to go off.
- ☐ Unplug power cord. Re-wrap cord and place it inside the power compartment.
- ☐ Use the flat silver key to close and lock the power compartment.



### 5. Remove 2 USB flash drives from both DS200s

- ☐ ⚠ **Only** DS200 closing team removes flash drives. Remove first USB flash drive from the compartment in front of the screen.
- ☐ Use black barrel key to re-lock printer access door. Lower screen halfway.
- ☐ Use black barrel key to open battery compartment directly behind the screen. Remove second USB flash drive.
- ☐ Re-lock battery compartment door.
- ☐ **Follow entire closing procedure for each opened machine before removing flash drives. If a DS200 was not turned on, do not power it up! Just unlock compartments and remove drives.**
- ☐ Give four (4) USB flash drives to Chief to secure as required.



### 6. Close the DS200

- ☐ Lower screen. Use black barrel key to re-lock screen.
- ☐ Close the black machine lid and hook the latches.
- ☐ Use the flat silver key to re-lock the front of the black machine lid.
- ☐ Seal the black machine lid with one zip-tie seal. Thread seal through the two holes on either side of the latches. Pull it snug.
- ☐ Record the seal number on the **Machine Certification Form**, matching the serial number to the number on the form.



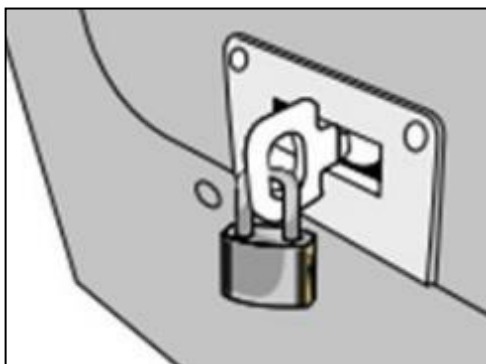
# CLOSING PROCEDURES

# COLLECTOR OFFICERS



## 1. Duties just before 7:00 PM

- ☐ At 6:55 PM, one Collector Officer stations themselves at the drop box.
- ☐ Any voter in line at the drop box at 7:00 PM must be allowed to deposit their absentee ballot envelope.
- ☐ One Collector Officer should check the curbside voting area before 7:00 PM to see whether any voter wants to deposit an absentee ballot envelope from the curb.
- ☐ The Collector Officer can deposit the curbside voter's absentee ballot envelope in the drop box.



## 2. Remove absentee ballot envelopes from drop box

- ☐ Move the drop box inside the voting room.
- ☐ Unlock the back compartment of the drop box. The key is in a baggie in the clear plastic portfolio in the black kit.
- ☐ Return the key and lock to the baggie in the portfolio.
- ☐ Remove all absentee ballot envelopes from the compartment.

Drop Box Chain of Custody Form

**Fairfax County**  
**November 8, 2022**  
**General Election**

**Pct 100 PATRIOT** [sample precinct]  
**Bixby Center for the Arts**  
123 Main Street  
Annandale, VA 22003-4551

**# Drop Box Envelopes inside bag:** \_\_\_\_\_

We attest that we performed our duty to collect all envelopes safely and securely from this drop-off location on the date & time stated above. As directed, we sealed all collected envelopes and this form in the TripLOK security bag. We then immediately delivered all collected envelopes to the Office of Elections Staff or Central Absentee Precinct.

Collector Officer 1 \_\_\_\_\_ x \_\_\_\_\_ Signature \_\_\_\_\_

Collector Officer 2 \_\_\_\_\_ x \_\_\_\_\_ Signature \_\_\_\_\_

**\*Place this form inside TripLOK bag# DF12345678**

## 3. Fill in drop box form

- ☐ Count the number of absentee ballot envelopes.
- ☐ Record the number on the drop box form.
- ☐ Record the time on the drop box form.
- ☐ Both Collector Officers write their names and sign the form.





# CLOSING PROCEDURES

# COLLECTOR OFFICERS




## 4. Secure envelopes in TripLok security bag

- ☐ Put the envelopes in the TripLok security bag.
- ☐ If you only need one bag to secure all envelopes, place any unused TripLok bags inside first bag.
- ☐ Place drop box form in TripLok bag with the information side facing out.
- ☐ Tear off the receipt strip, then seal the TripLok bag. Give the tear-off bag receipt to the Chief. Tell Chief the absentee ballot envelope count total for recording on the **Machine Certification Form**.



## 5. Receive Purple Pouch

-  Collector Officers do not remove the flash drives from the DS200s. Other officers perform that task.
- ☐ Wait until Chief gives you the sealed **Purple Pouch** containing **2** DS200 flash drives. Check to be sure both flash drives are marked with **yellow labels**.
- ☐ **DO NOT** put the **Purple Pouch** inside the TripLok bag.
- ☐ **STOP!** Do not leave the precinct before the Chief has given you all required materials.



## 6. Drive items to Fairfax County Government Center

- ☐ Leave the precinct as soon as possible.
- ☐ Drive directly to the Fairfax County Government Center. You must travel together in the same car.
- ☐ Follow signs to designated drop-off site.
- ☐ After dropping off election materials, you may go home (or return to polling place parking lot, if one officer needs to pick up their car).



# CLOSING PROCEDURES

# SECURING VOTED BALLOTS

HAND COUNT REPORT		#2 ENVELOPE	
Precinct: 100 PATRIOT (Nov 2022)		Fairfax County - General Election - Nov 8, 2022	
INSTRUCTIONS:			
<ul style="list-style-type: none"> <li>- If there are no hand-counted ballots, you do not need to complete this form.</li> <li>- If any ballots stored in the DS200 Auxiliary Compartment cannot later be scanned on the DS200, immediately call and notify the Office of Elections at 703-324-4735. These ballots must be hand-counted.</li> <li>- Use this form to tally and total votes from all hand-counted ballots.</li> <li>- If any hand-counted ballots contain write-in votes, make sure to indicate candidate is a write-in candidate.</li> </ul>			
Office	Name of candidate (note if write-in)	Tally of votes	Total votes received
EXAMPLE: President	EXAMPLE: George Washington		EXAMPLE: 15
EXAMPLE: President	EXAMPLE: WRITE-IN: Malala Yousafzai		EXAMPLE: 10
1.			
2.			
3.			
4.			

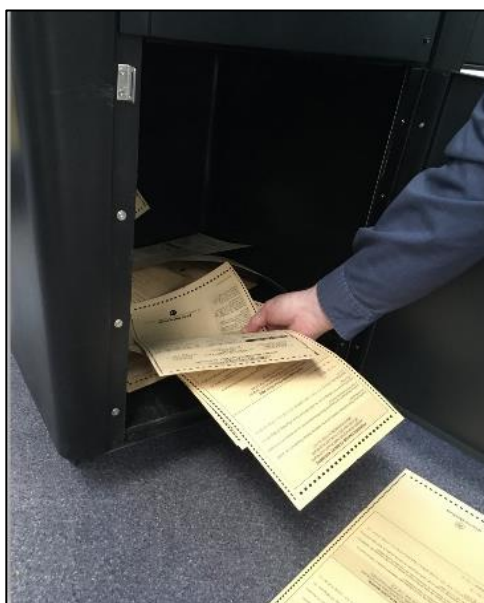
## 1. Hand count ballots that could not be scanned (if any)

- ☐ If you do not have any ballots that need to be hand-counted, skip to next numbered step & begin preparing cardboard boxes.
- ☐ The Chief or Assistant Chief will supervise two officers of different party affiliations, if possible, to hand count ballots that could not be scanned.
- ☐ Invite authorized representatives to observe.
- ☐ **IMPORTANT:** If the voter's intent is not clear, call the Office of Elections for help.
- ☐ Record the results of the hand count on the Hand Count Report.



## 2. Prepare cardboard boxes

- ☐ First use any empty boxes in which your ballots were delivered.
- ☐ Extra boxes are packed flat in the equipment cart. If needed, assemble with clear tape.



## 3. Remove ballots from DS200, place in cardboard box

- ☐ ⚠ Remove and secure ballots from **one scanner at a time** to make sure you put them in separate labeled boxes. Follow these instructions from start to finish for each scanner.
- ☐ Start with the scanner labeled as DS200 #1 on the **Machine Certification Form**.
- ☐ Use the flat silver key to open the ballot compartment.
- ☐ Remove all voted ballots from the ballot compartment.
- ☐ Look carefully to be sure that the ballot compartment is empty.
- ☐ Straighten them into a neat pile. They don't need to face the same way.
- ☐ Put the ballots in a cardboard box.
- ☐ Put any hand-counted ballots on top of the scanned ballots.



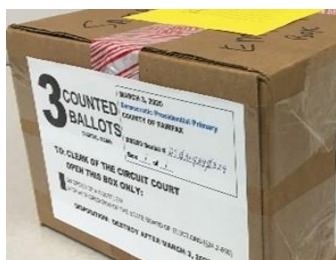
# CLOSING PROCEDURES

## SECURING VOTED BALLOTS



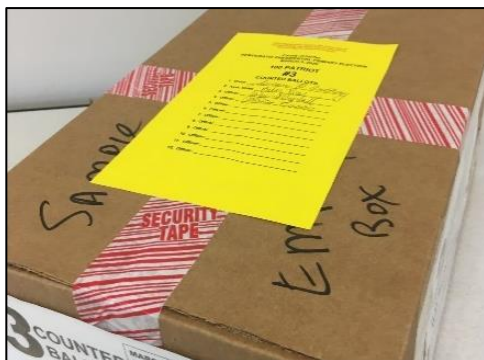
### 4. Seal cardboard box with red tamper tape

- ☐ Wrap red tamper tape around the box, completely circling the box in both directions.



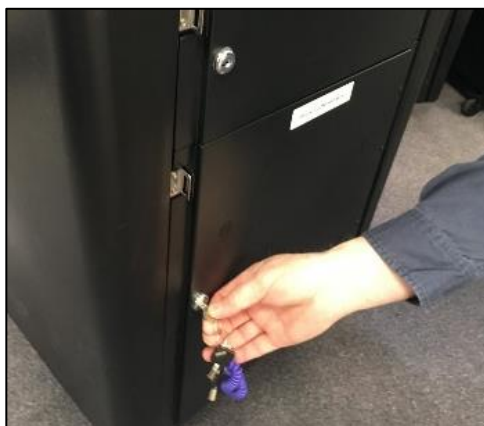
### 5. Attach white #3 Label

- ☐ Record the DS200 serial number on one white **#3 Label** per box.
- ☐ Record the number of each box on the label (for example, Box 1 of 2, Box 2 of 2).
- ☐ Use clear tape to attach one sheet to one side of the box and the other sheet to one end of the box.



### 6. Attach yellow #3 Signature Label

- ☐ All officers present at closing must sign the **#3 Signature Label** for each box of ballots. Sign the label before affixing it.
- ☐ Attach the label to the top of the box, then use clear tape to secure it.



### 7. Lock the DS200

- ☐ Use the flat silver key to close and lock the ballot compartment.
- ☐ Enter the total number of boxes of voted ballots in the column labeled “# of Boxes of Voted Ballots” on the **Machine Certification Form**.
- ☐ Repeat all steps for DS200 #2 if it was used during the day. You can tell if the scanner was used if the Public Count is greater than zero.
- ☐ Put sealed boxes with materials to be loaded in Chief’s car.



# CLOSING PROCEDURES

# SECURING UNVOTED BALLOTS



## 1. Return unused (blank) ExpressVote cards



**Do not mix voted and unvoted ballots!**

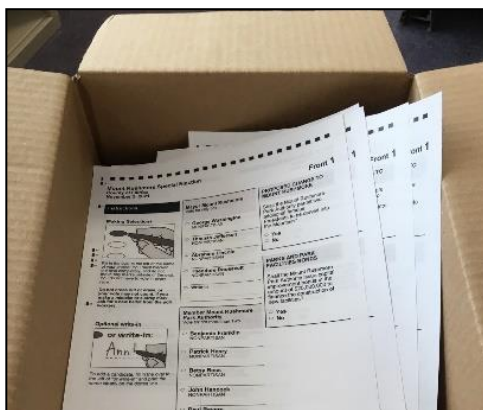
**Keep the boxes for packing voted and unvoted ballots SEPARATE.**

- ☐ Put all unused ExpressVote cards back in their brown envelope.
- ☐ Put the brown envelope in the **black rolling kit**.
- ☐ Try not to bend cards so they can be used in future elections.



## 2. Count unused ballots

- ☐ Count and write down the number of unopened ballot packs. You don't have to open sealed boxes that were never opened during the day. Use the label information to determine number of ballots inside. Assume each pack contains 200 ballots.
- ☐ Count and write down the number of unused ballots remaining in the last pack(s) you opened.
- ☐ These numbers are needed to complete **Statement of Results**.



## 3. Box and seal unused ballots

- ☐ Place all UNUSED ballots in cardboard boxes. Loose ballots can be added to an opened box containing sealed packs.
- ☐ Use opened box(es) in which ballots had been delivered.
- ☐ Seal the box flaps with clear tape.





# CLOSING PROCEDURES

# SECURING UNVOTED BALLOTS



## 4. Seal cardboard box with red tamper tape

- ☐ Wrap red tamper tape around the box, completely circling the box in both directions.
- ☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.



## 5. Attach blue #6 Unused Ballots label

- ☐ Attach a blue **#6 Unused Ballots** label to one end (small side) of each box.
- ☐ Do this for all boxes of unused ballots, including sealed boxes not opened during the day.
- ☐ Record the number of each box on both sheets (for example, Box 1 of 2, Box 2 of 2).

## # 6 UNUSED BALLOTS

County of Fairfax  
NOVEMBER 2, 2021

Officer \_\_\_\_\_

Officer \_\_\_\_\_

## 6. Attach white #6 Signature label

- ☐ Place the small white **#6 Signature Label** across the box top flaps.
- ☐ Two officers must sign the label.



## 7. Put boxes in the right places

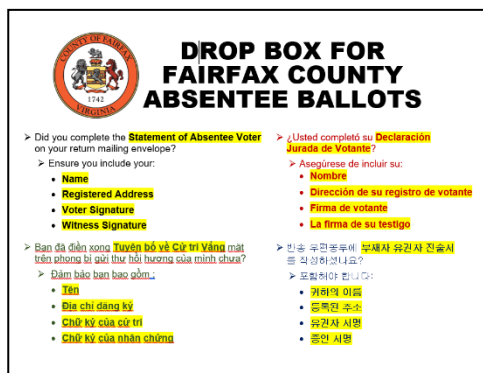
- ☐ Return any **empty** boxes to the equipment cart. Break them down and lay them flat.
- ☐ Put **sealed** boxes with materials to be loaded in the Chief's car.





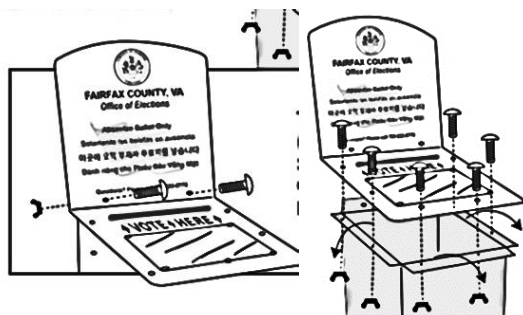
# DISASSEMBLY INSTRUCTIONS

## ABSENTEE BALLOT DROP BOX



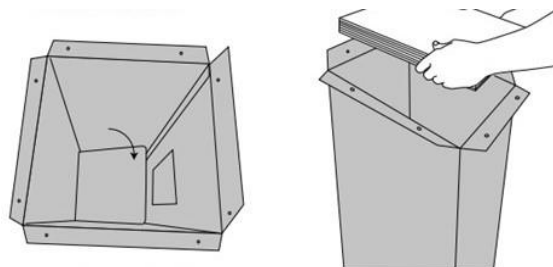
### 1. Remove multilingual sign

- ☐ Remove the “Drop box for Fairfax County absentee ballots” multilingual sign from right side of the acrylic window.



### 2. Remove top lid panel

- ☐ Remove two (2) wing nuts and bolts that secure back graphic to body of unit.
- ☐ Remove six (6) wing nuts and bolts that attach the lid to the body.
- ☐ Lift lid off the base and set aside.
- ☐ Return bolts and wing nuts to the clear plastic bag in the clear plastic portfolio in the black kit.



### 3. Remove weighted base and fold body flat

- ☐ Lay the body of the unit on its side on a table or the floor.
- ☐ Unfold the various flaps so that the entire body of the unit can be folded mostly flat.



### 4. Repack contents and wire sign frames in box

- ☐ Find the brown cardboard packing box, which is usually in the equipment cart.
- ☐ Pack the flattened body of the unit, the weighted base, and the top lid panel in the cardboard box.
- ☐ Remove plastic signs from wire frames and add wire frames to box.
- ☐ Seal the box with clear tape.
- ☐ Put the box in the back right corner of the equipment cart.



# CLOSING PROCEDURES

# EQUIPMENT CART




## 1. Load items stored behind DS200s

- ☐ Place yellow A-frame curbside voting sign against back wall.
- ☐ Place cardboard box containing absentee drop-box and wire frames for real estate signs against back wall.
- ☐ Use bungee cord to secure items against back wall of cart.



## 2. THREE people are needed to load DS200s!!!

- ☐  The DS200 scanner is top heavy and unwieldy. **THREE PEOPLE** should safely load each scanner into the cart.
- ☐ One person stands on each side of the DS200 while a third person stands in front.
- ☐ The people on the sides grasp the scanner using the **BLACK** handholds built into the base. **DO NOT GRASP THE GRAY CUTOUTS IN THE CLAMSHELL.**



## 3. Carefully load the DS200s

- ☐ The person standing in front braces the DS200 to be sure it doesn't fall forward.
- ☐ The people on either side lift the DS200 into the cart, gently setting it on the cart floor.
- ☐ Slowly roll the DS200 toward the back of the cart.
- ☐ Repeat for the second DS200.



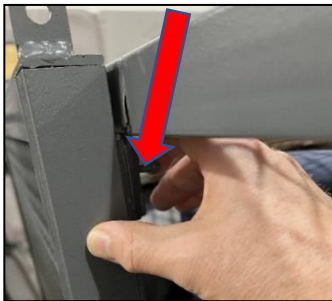
# CLOSING PROCEDURES

## EQUIPMENT CART



### 4. Load loose items into cart

- ☐ Tuck unused flat packed cardboard boxes and handicapped parking sign between right DS200 and wall of the cart.
- ☐ Load standing privacy booth in blue hard case between DS200s.
- ☐ Stack ExpressVotes in their black padded cases between DS200s.
- ☐ Load privacy booths in two stacks on top of DS200s.
- ☐ Lay blue bag on top of ExpressVotes.



### 5. Secure upper and lower slide bolts on left door

- ☐ Close left door first.
- ☐ Find the slide bolts inside the top and bottom of the left door.
- ☐ Rotate the slide bolt handles toward you (see red arrow).
- ☐ Pull up to raise upper bolt and push down to lower bottom bolt.
- ☐ Close the right door.



### 6. Secure with zip-tie seal and two padlocks

- ☐ Write zip-tie seal number on **Machine Certification Form**.
- ☐ Write new seal number on **Cart Security Log** on inside of right cart door. Two officers fill out a new closing entry. Write date, time, reason as “End of election day”, names, and signatures.
- ☐ Thread zip-tie seal through “rabbit ears” on top of cart.
- ☐ Lock top and bottom padlocks with equipment key on lanyard.



# REQUIRED SIGNATURE CHECKLIST

**All officers must sign. Any officer who does not sign will be contacted and required to come to the elections office to sign.**

☐ **Election Officer Oath**

All officers sign this form during opening.  
The Chief must sign at top and bottom.

☐ **Compensation Sheet**

All officers sign this form during opening.  
Note late arrivals and half-day officers.

**All officers staying for closing procedures must sign these items (i.e., Collector Officers and any officers who leave early will not sign). Any officer who does not sign will be contacted and required to come to the elections office to sign.**

☐ **SOR – A (original)**

All officers sign after polls close.

☐ **SOR – B (copy)**

All officers sign after polls close.

☐ **Printed Return Sheet (yellow)**

All officers sign after polls close.

☐ **#3 Yellow Label for  
Counted Ballots**

All officers sign after polls close.  
(Required for each box of voted ballots)

**Some officers must sign these items during closing procedures.**

☐ **Voting machine tapes**

Two officers sign each section.

☐ **#1A Non-SDR green envelope**  
(Non-SDR provisional ballots)

Two officers complete and sign the back of the envelope and sign a label used to seal the envelope.

☐ **#1A SDR green envelope**  
(SDR provisional ballots)

Two officers complete and sign the back of the envelope and sign a label used to seal the envelope.

☐ **#2 envelope**  
(Important election documents)

Two officers sign a label used to seal the envelope.

☐ **#2A envelope**  
(Printed Return Sheet, yellow)

Two officers sign a label used to seal the envelope.

☐ **#4 envelope**  
(Spoiled/voided ballots)

Two officers sign a label used to seal the envelope.

☐ **#6 seal for cardboard box**  
(Unused ballots)

Two officers sign a label used to seal the box.

☐ **#7 envelope**  
(USB flash drives and cut seals)

Two officers complete the reverse side and sign a label used to seal the envelope.

☐ **#8 envelope**  
(Voter forms)

Two officers sign a label used to seal the envelope.

# ITEMS to RETURN in BLACK KIT

ITEM	CONTENTS	SEALING & SIGNING
<input type="checkbox"/> <b>#1A Non-SDR</b> Green Envelope	<input type="checkbox"/> Paper provisional ballot log (only if used) <input type="checkbox"/> Non-SDR provisional ballot envelopes	Complete & sign Certification. Seal with label – 2 signatures.
<input type="checkbox"/> <b>#1A SDR</b> Green Envelope	<input type="checkbox"/> SDR provisional ballot envelopes and associated voter registration applications	Complete & sign Certification. Seal with label – 2 signatures.
<input type="checkbox"/> <b>#1B</b> Green Envelope	<b>Only used if a court order extends voting hours past 7:00 PM. Otherwise, leave in Emergency Envelope.</b> <input type="checkbox"/> Provisional ballot envelopes with box #3 checked	If used, seal with label – 2 signatures. Otherwise, return empty, unmarked, and unsealed in Emergency Envelope.
<input type="checkbox"/> <b>#2</b> Envelope	<input type="checkbox"/> Statement of Results – A (original) <input type="checkbox"/> Statement of Results – B (copy) <input type="checkbox"/> Chief's Notes <input type="checkbox"/> Election Officer Oath <input type="checkbox"/> Compensation Sheet <input type="checkbox"/> Machine Certification Form <input type="checkbox"/> Ballot Receipt <input type="checkbox"/> Ballot Worksheet <input type="checkbox"/> Hand Count Report <input type="checkbox"/> Voter Count Worksheet <input type="checkbox"/> Electoral Board Comment Forms <input type="checkbox"/> Paper pollbook & paper pollbook count forms (if used)	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#2A</b> Brown Envelope	<input type="checkbox"/> Printed Return Sheet (yellow) with tapes	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#4</b> Brown Envelope	<input type="checkbox"/> Spoiled ballots <input type="checkbox"/> Voided ballots <input type="checkbox"/> Surrendered absentee ballots	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#7</b> White Envelope	<input type="checkbox"/> Seals removed from voting equipment and equipment cart <input type="checkbox"/> One set of USB flash drives from both DS200s (2 drives with <u>orange</u> dots)	Seal with label – 2 signatures.
<input type="checkbox"/> <b>#8</b> White Envelope	<b>Used (filled-in) forms:</b> <input type="checkbox"/> Voter Registration Applications (non-SDR only!) <input type="checkbox"/> Affirmations of Eligibility <input type="checkbox"/> Requests for Assistance <input type="checkbox"/> ID Confirmation Statements <input type="checkbox"/> Voter Referral Worksheets (yellow) <input type="checkbox"/> Authorized representative forms <input type="checkbox"/> Request to Cancel Voter Registration <input type="checkbox"/> Request to Remove Name from Permanent Absentee List	Seal with label – 2 signatures.  Unused/blank forms should be returned in the Blue Bag. <b>Do not mix filled-out forms with blank forms.</b>
<input type="checkbox"/> <b>EO Evaluations</b> Envelope	<input type="checkbox"/> Election Officer Evaluation Form <input type="checkbox"/> Student Page Oath & Evaluation Form (only used in November elections)	Seal if desired.
<input type="checkbox"/> <b>Orange Pouch</b>	<input type="checkbox"/> Keys for voting equipment on red and black wristbands <input type="checkbox"/> Keys for equipment cart on blue lanyard <input type="checkbox"/> Equipment password cards <input type="checkbox"/> Lost IDs, drivers' licenses, etc.	Use special red seal from clear plastic portfolio in black kit.

*continued on next page!*



# ITEMS to RETURN in BLACK KIT

<p><b>Other Items</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Backup Results Notice on top of numbered envelopes</li> <li><input type="checkbox"/> Final Absentee Report from Final Envelope</li> <li><input type="checkbox"/> Close of Books Report from Final Envelope</li> <li><input type="checkbox"/> Admin Tablet with charger and power cable</li> <li><input type="checkbox"/> <b>Unused ExpressVote cards in brown envelope</b> (do not bend or seal)</li> <li><input type="checkbox"/> <b>Unused provisional envelopes &amp; provisional notices</b></li> <li><input type="checkbox"/> Small blue pencil case with clips, scissors, pens, Post-its, mini-stapler, black marker, moistener bottle, etc.</li> <li><input type="checkbox"/> Magnifying glass</li> <li><input type="checkbox"/> Magnifying sheet</li> <li><input type="checkbox"/> Code of Virginia law book</li> <li><input type="checkbox"/> Backup paper pollbook and count sheet (if unused)</li> <li><input type="checkbox"/> Dual polling places only – maps and signs</li> <li><input type="checkbox"/> County map</li> <li><input type="checkbox"/> Districts, Precincts, and Polling Place booklet (“Precinct Locator”)</li> <li><input type="checkbox"/> Voter permit cards</li> <li><input type="checkbox"/> Small clippers/pliers for cutting seals (in small pouch)</li> <li><input type="checkbox"/> Chief/Assistant Chief badges with ribbons</li> <li><input type="checkbox"/> Election officer badges</li> <li><input type="checkbox"/> Microfiber cloth for cleaning computer screens</li> <li><input type="checkbox"/> <b>Any unlisted items, such as “lost and found” items</b></li> </ul>	<p>Put the precinct number on “lost and found” items so we can try to get things back to their owners.</p>
---------------------------	--	--

# ITEMS to RETURN in BLUE BAG

ITEMS	DESCRIPTION	COMMENTS
Unused forms (on tear-off pads)	<input type="checkbox"/> <u>Unused</u> Request for Assistance forms <input type="checkbox"/> <u>Unused</u> Affirmation of Eligibility forms <input type="checkbox"/> <u>Unused</u> Comment forms <input type="checkbox"/> <u>Unused</u> Voter Referral Worksheets (yellow) <input type="checkbox"/> <u>Unused</u> ID Confirmation Statement pads <input type="checkbox"/> <u>Unused</u> Cancel Registration forms <input type="checkbox"/> Writing pad	Assistance Form – 2 sets, one with English/Spanish and one with Vietnamese/Korean Eligibility Form – 4 sets, one for each language
Unused forms (loose or banded)	<input type="checkbox"/> <u>Unused</u> Voter Registration Form <input type="checkbox"/> <u>Unused</u> Voter Complaint Form <input type="checkbox"/> <u>Unused</u> Request to Remove Name from Permanent Absentee List forms	Registration forms – 4 languages Complaint Form – 4 languages
Reference items	<input type="checkbox"/> Voter ID Chart for check-in table <input type="checkbox"/> Demonstration Ballot (tan or yellow)	<b>Sample ballots and leftover bond information</b> may be discarded or recycled.  Return all other material on this list.
Large posters	<input type="checkbox"/> Vote Here <input type="checkbox"/> Voter Parking Only <input type="checkbox"/> Prohibited Area <input type="checkbox"/> Voter Rights and Responsibilities <input type="checkbox"/> DS200 Instruction Poster <input type="checkbox"/> ExpressVote Instruction Poster <input type="checkbox"/> Curbside Notice <input type="checkbox"/> PRIMARIES ONLY: No Write-Ins in a Primary	Prohibited Area and Rights and Responsibilities have 2 sets – one for English/Spanish and one for Vietnamese/Korean.  Remove all tape from signs!
Small posters	<input type="checkbox"/> Voting Information (lime green) – HAVA 2 <input type="checkbox"/> Opting Out of the Permanent Absentee List poster (yellow) <input type="checkbox"/> Serve Your Community – Be an Election Officer poster (blue) <input type="checkbox"/> Attention All Voters (white & blue) signs <input type="checkbox"/> Attention Authorized Representatives <input type="checkbox"/> Do you have your ID? (yellow) sign <input type="checkbox"/> Exit signs <input type="checkbox"/> Red and Blue Arrows <input type="checkbox"/> Universal Accessibility Symbol (wheelchair)	Attention Voters – 4 sets – one for each language.  Remove all tape from signs!
Precinct supplies	<input type="checkbox"/> <u>Unused</u> Authorized Representative stickers <input type="checkbox"/> 40-foot No Campaigning Kit <input type="checkbox"/> Tape rolls – clear, blue painters, red tamper <input type="checkbox"/> Ballpoint pens for marking ballots <input type="checkbox"/> “I Voted” and “Future Voter” stickers <input type="checkbox"/> Unused preprinted number labels and sheets	Return in good condition so we can reuse for future elections.

# ITEMS to RETURN in EQUIPMENT CART



## BEHIND SCANNERS:

- ☐ A-frame curbside voter sign
- ☐ Cardboard box
  - Absentee ballot drop box
  - Wire sign frames (for real estate signs)

## ON TOP OF SCANNERS:

- ☐ Cardboard privacy booths

## INSIDE LEFT SCANNER BALLOT BIN:

- ☐ Empty

## INSIDE RIGHT SCANNER BALLOT BIN:

- ☐ Empty

## BELOW LEFT SCANNER BALLOT BIN:

- ☐ Privacy folders

## ON RIGHT SIDE OF RIGHT SCANNER

- ☐ Unused flat cardboard boxes for ballots
- ☐ Handicapped voter sign

## BETWEEN THE SCANNERS:

- ☐ Blue supply bag
- ☐ 2 ExpressVotes in black padded cases
- ☐ Standing privacy booth (blue hard case)
- ☐ Clipboards
- ☐ Real estate signs
- ☐ Canvas bag with extension cords and surge protectors

# ITEMS to RETURN to DEPOT

**The Chief will drive the following items to the designated return depot location:**  
*(Warning: Some items are heavy! Ask all officers to help load Chief's car before leaving.)*

CONTAINER	CONTENTS	INSTRUCTIONS
<input type="checkbox"/> <b>Black rolling kit</b>	See chart on previous pages	Contains envelopes, pouches, etc.
<input type="checkbox"/> <b>Green Poll Pad cases (up to 5)</b>	Poll Pads and attachments Stylus and cloth Chargers and power cords	Seal with yellow zip-tie seals.
<input type="checkbox"/> <b># 3 cardboard boxes of voted ballots</b>	All scanned ballots All hand-counted ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>white #3 label</b> affixed to one end of each box and each box is numbered.  Verify yellow signature label is affixed to the top of each box over the flaps and <u>all</u> officers signed.  Verify the # of boxes of voted ballots is recorded on the <b>Machine Certification Form</b> .
<input type="checkbox"/> <b># 6 cardboard boxes of unvoted ballots</b>	Unused (blank) standard ballots	Verify boxes are sealed with red tamper tape.  Verify boxes have <b>blue #6 label</b> affixed to one end of box.  Verify white signature label is affixed to the top of each box over the flaps and <u>two</u> officers signed.  <b>(Do not forget unopened boxes in the cart.)</b>
<input type="checkbox"/> <b>Windshield sign</b>	Windshield sign with precinct number	Keep near passenger seat of Chief's car for easy access.
<b>Loose Items</b>	Any stray items that did not get put in the cart, black kit, or blue bag.	Before you leave, check for signs that were posted outside or along the road to direct voters.