

# CLOSING PROCEDURES

# SECURING VOTED BALLOTS

HAND COUNT RESULTS		SECTION 1 #2 BLUE POUCH									
Precinct: <b>SAMPLE</b> Fairfax County – Democratic Party Primary – June 21, 2022											
<small>INSTRUCTIONS: If you have any hand-counted ballots (ballots left by fleeing voters or stored in the DS200 Auxiliary Compartment, which could not be scanned on the DS200), review and record their votes here. You must also immediately call and notify the Office of Elections at 703-324-4735.</small>											
Do you have any hand-counted ballots?											
<input type="checkbox"/> No. (You do not need to fill out any other information on this form.) <input type="checkbox"/> Yes, we have a total of _____ hand-counted ballots.											
If you had any hand-counted ballots, record the vote totals here:											
<table border="1"> <thead> <tr> <th colspan="3">Member, House of Representatives, 8<sup>th</sup> Congressional District</th> </tr> <tr> <th>Victoria I. Virasingh</th> <th>Donald S. Beyer, Jr.</th> <th>Overvotes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Member, House of Representatives, 8 <sup>th</sup> Congressional District			Victoria I. Virasingh	Donald S. Beyer, Jr.	Overvotes			
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Victoria I. Virasingh	Donald S. Beyer, Jr.	Overvotes									
If any hand-counted ballots contain write-ins, enter them here:											
<table border="1"> <thead> <tr> <th colspan="3">Write-In Votes from Hand-Counted Ballots</th> </tr> <tr> <th>Office</th> <th>Name</th> <th>Votes</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>			Write-In Votes from Hand-Counted Ballots			Office	Name	Votes			
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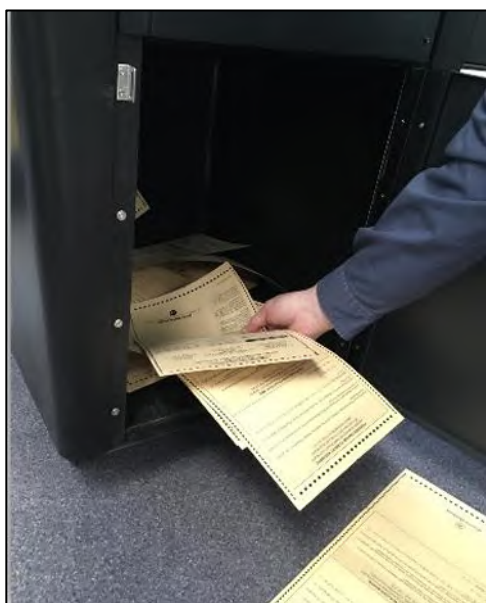
## 1. Hand count ballots that could not be scanned (if any)

- ☐ 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 gray supply cart. If needed, assemble with clear tape.



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

- ☐ **STOP!** 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.



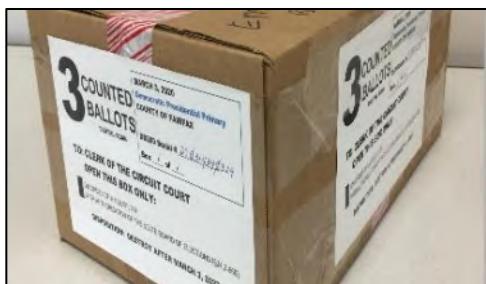
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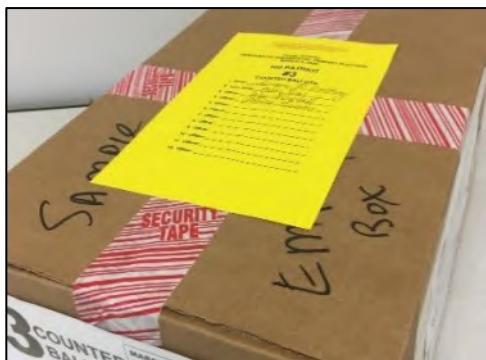
### 4. Seal cardboard box with red tamper tape

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



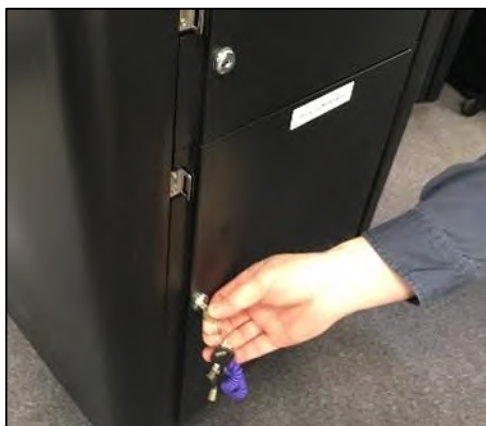
### 5. Attach two white #3 Sheets

- ☐ Record DS200 serial number on two white **#3 Sheets** per box.
- ☐ Record the number of each box on both sheets (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** on each box of ballots.
- ☐ 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.
- ☐ Put sealed boxes with materials to be loaded in Chief's car.

