




# BALLOT AND SUPPLY TEAMS | TUESDAY CLOSING

Before leaving the polling location, all Election Officials must verify that all items are packed in the correct bags. Use the **Post-Election Pack-Up List** and the **labels on each item** to assist in completing this process.

| VAT Team  |  |
|---|--|
|   | Count the number of <b>VOTED</b> Provisional Envelopes inside each Clear Provisional Precinct Pouch and record the total in the space designated on the label of the pouch.  |
|   | Provide the EPB Team with the total from each Clear Provisional Precinct Pouch to enter during the Ballot Accounting process on the EPB.   |
|   | Take the Clear Provisional Precinct Pouch and place in any <b>Gray</b> Ballot Box.   |
|   | Pack any unused Provisional Envelopes in the <b>BLUE</b> Location Supply Bag.  |
|   | Place any Registration Cards/Forms used on Election Day in the Completed Forms Envelope and seal.  |
|   | Retrieve the Return Envelope from the Brown Expander Folder in the <b>BLUE</b> Location Supply Bag.  |
|   | Place the VAT Guide and Completed Forms Envelope inside the Return Envelope.   |
|   | All other loose items on the VAT Table can be placed in the <b>BLUE</b> Location Supply Bag.   |
| Ballot Team   |  |
|   | Locate the Soiled/Voided Ballot Envelope from your Polling Location and verify that "VOID" is written on each ballot sheet inside the envelope, then provide to the EPB team for the Ballot Accounting process.  |
|   | Open each precinct's <b>RED/GRAY</b> Ballot Box and retrieve any Curbside or 17-Year Old Ballot Envelopes containing voted ballots and give them to the EPB team for the Ballot Accounting process.  |
|    | Once the EPB Team has entered the totals from these ballot categories into the EPB Ballot Accounting Screen, the envelopes will be returned to you. Pack these envelopes in any <b>GRAY</b> Ballot Box.  |
|   | Remove any remaining <b>UNUSED</b> ballots or envelopes from the <b>RED</b> Ballot Box and place in any <b>Gray</b> Ballot Box.  |
|   | Ensure only the voted ballots from <b>ALL</b> DS200 Ballot Compartments are placed in the <b>RED</b> Ballot Box.   |
|   | Place all other items listed in the <b>GRAY</b> Ballot Box(es).  |
| Red Ballot Box (Alpha Precinct) with Memory Stick Bag Attached  | Gray Ballot Box (one per additional DS200)   |
|    |   |
| <ul style="list-style-type: none"> <li>• Voted Ballots from all DS200 Ballot Compartments</li> <li>• Memory Sticks from all DS200s in Memory Stick Bag (<i>do not detach Memory Stick Bag</i>)</li> </ul> | <ul style="list-style-type: none"> <li>• Unvoted Ballots/Ballot Packs from all precincts</li> <li>• All Security Records</li> <li>• All Equipment Reports</li> <li>• Soiled/Voided Envelope</li> <li>• Clear Provisional Precinct Pouches from all precincts</li> <li>• Curbside Envelopes</li> <li>• 17-Year-Old Envelopes</li> </ul> |
|   | Retrieve plastic seal from the Clear Plastic Envelope and record the serial number in Box E labeled "Tuesday Night Closing Seal" under the <u>Red Ballot Box</u> section of the Ballot Security Record.  |
|   | Close and seal the <b>RED</b> Ballot Box.  |
|   | Retrieve plastic seals from the Clear Plastic Envelope and record the serial numbers in Box D labeled "Tuesday Night Closing Seal" under the <u>Gray Ballot Box</u> section of the Ballot Security Record for each <b>GRAY</b> Ballot Box.   |
| Miscellaneous Supplies  |  |
|   | Remove all posted signs and flags.   |
|   | Take down all Voting Booths & place on the Transport Cart.   |
|   | Place all other election supplies and <b>GREEN</b> Supply Bag inside the <b>BLUE</b> Location Supply Bag.  |
|   | Retrieve a plastic seal from the Clear Plastic Envelope and record the serial number in the box labeled "Tuesday Night Closing Seal" under the <u>Blue Supply Bag</u> section of the Location Security Record.   |
|   | Close and seal the <b>BLUE</b> Location Supply Bag.  |