

## **Appendix 3 - Removing and Replacing Ballot Transfer Bin During Voting Hours**

<b>Before Voting.....</b>	<b>A3.2</b>
<b>During Voting Hours.....</b>	<b>A3.2</b>

## Before Voting

1. Be sure to remove all unvoted ballots from the ballot transfer bin inside the Scanning Unit;
2. Ballot transfer bins that are not in the Scanning Unit can be used to store unvoted ballots.

## During Voting

1. When the “Public Count” on the Scanning Unit reaches around 1,000, it is time to remove the bin and replace it with another empty bin.
  - a. Ensure there is not a long line in the precinct.
  - b. Get the “Replacing Ballot Transfer Report”.
2. Remove the security seal on the Main Ballot Box and place it in the zipper pouch in the precinct binder.
3. Use the Scanning Unit key to unlock the Main Ballot Box.



4. Reach inside the Main Ballot Box to close the lid loosely on the Ballot Transfer Bin. Use the strap handle to remove the Ballot Transfer Bin.
  - a. Check that all ballots are inside the Ballot Transfer Bin.
  - b. Check inside the Main Ballot Box for any loose ballots. Place any loose ballots found inside the Main Ballot Box into the Ballot Transfer Bin.



5. Tightly close the lid on the Ballot Transfer Bin. Note that the lid has a “tongue-in-groove” fit. Make sure the right side of the lid is inserted into the metal bracket in the middle of the left side of the lid. The lid sits flat when closed properly.



6. Close and use the flat key to lock the Ballot Transfer Bin on both sides. Apply security seals on one side of the Ballot Transfer Bin lid. Seals can be found in manila envelope labeled inside election judge supplies.

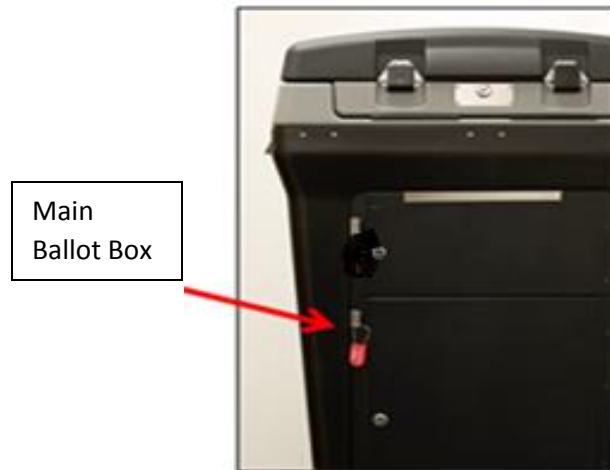


7. Record the seal numbers on “Replacing Ballot Transfer Bin” Report.
8. Place empty ballot transfer bin in the scanning unit making sure to open the lid of the bin when it is securely placed inside the scanning unit.



9. Close the door of the Main Ballot Box and use the flat key to lock the door.

10. Apply new seal on the door and record the number on “Replacing Ballot Transfer Bin” Report. The seal is located in the Memory Stick zipper pouch found in the Precinct Binder. Document the time the replacement took place and the Public Count found on the Scanning Unit.



11. Place voted ballot transfer bin in transportation cart or other secure location until the polling place is closed.
12. As a bipartisan team of Chief Judges, return voted ballots in the ballot transfer bin(s) to the local election office at the close of the polls.