Chapter 11 – Scanning Unit

Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Poll Watchers may observe opening procedures.

⚠ At least one voting judge must be stationed at the scanning unit at all times. Voting judges will rotate in and out of this position during the day.

Required Supplies

- Scanning unit keys
- *Scanning Unit Opening Integrity Report*
- New seals
- Clipboard
- Pens
- Tool to remove security seals on the outside of the scanning unit

Setup

1. Remove the scanning unit from the transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges.
2. Roll the scanning unit to the location designated by the precinct site survey.

3. Engage both parking brakes of the scanning unit by gently stepping on the metal tabs, snapping them into place.

   Caution: The metal tabs are sharp.

4. Confirm the shipping label on the back of the scanning unit shows the correct polling place. If the polling place is wrong, immediately notify the local board of elections.

Shipping Tag

5. Use the flat key to unlock the back door of the scanning unit, unwrap the power cord (with the gray surge protector attached) and plug the cord into an electrical outlet. **Leave the power cord compartment door open.**
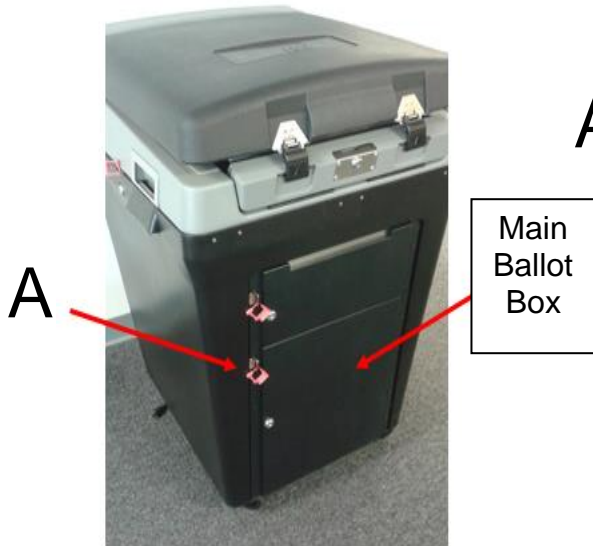

⚠ Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

6. Be sure that both the red and green lights on the surge protector are lit.

Opening the Polls

1. Verify the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.

A

Main Ballot Box

A

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

A

1. Put all security seals you remove in the ▉▉▉▉▉▉▉▉▉▉.
2. Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal # Verify	✔	B. New Main Ballot Box Security Seal # Record	C. Emergency Ballot Compartment Security Seal # Verify	✔	D. New Emergency Ballot Compartment Security Seal # Record	E. Left Case Seal # (Do Not Remove) Verify	✔	F. Right Case Seal # (Do Not Remove) Verify	✔
1										
2										

Scanning Unit #	G. Scanning Unit Lid Security Seal # Verify	✔	H. Scanning Unit Serial # Verify	✔	I. Rear Access Door Tamper Tape # (Do Not Remove) Verify	✔	J. Front Access Door Tamper Tape # (Do Not Remove) Verify	✔	K. Public Count Verify	✔	L. Protected Count Verify	✔
1												
2												

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 11/13/17

2. Remove the security seal and put it in the zipper case in the precinct binder.

3. Unlock and open the main ballot box door using the flat scanning unit key.

DO NOT LIFT TOTE BIN BY STRAP HANDLE

4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.

5. Look inside the main ballot box to verify that it is empty. If there are any ballots inside the main ballot box, alert a chief judge.
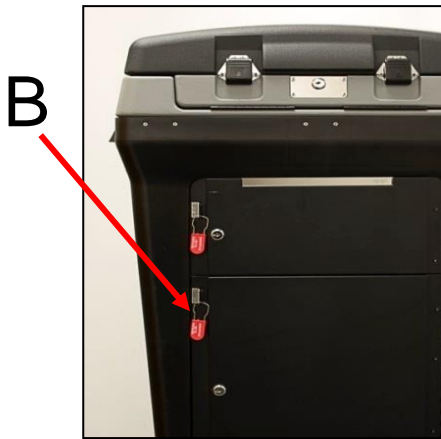

6. Open the lid of the ballot transfer bin and look inside. If the bin is empty skip to step 7. If the bin has anything in it, extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to where its contents will be removed, verified, and counted. Return the empty ballot transfer bin to the scanning unit area.

7. Place the empty ballot transfer bin back inside the main ballot box. Check that both lids of the ballot transfer bin are open and resting on the sides inside the main ballot box and the strap handle is facing out.

8. Close, lock, and reseal the main ballot box door. Record the new seal number in column B of the *Scanning Unit Opening Integrity Report.*

B

B

9. Verify the security seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the security seal.

C

Emergency Ballot Compartment

C

10. Unlock and open the emergency ballot compartment door. Make sure the compartment is empty. **CAUTION: Beware of sharp edges.** Alert a chief judge if any ballots are found inside the emergency ballot compartment.

11. Ensure that the metal flap on the Emergency Ballot Compartment door is raised.

Emergency Ballot Compartment metal flap in up position.
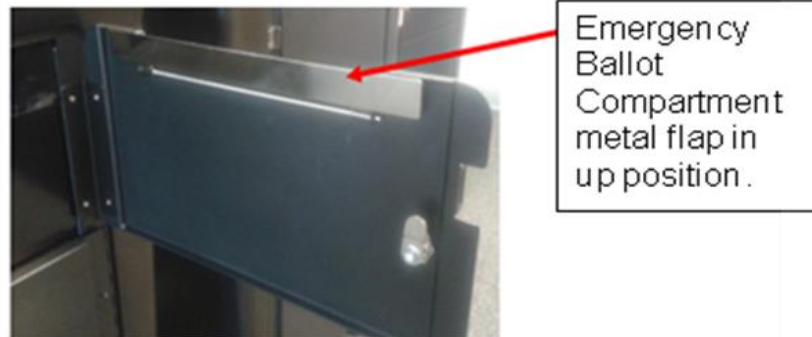
12.   Close, lock and reseal the emergency ballot compartment door.

13. Record the new security seal number in column D of the *Scanning Unit Opening Integrity Report.*

D D

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary   State of Maryland

County/City: _____   Date: _____

District/Ward/Precinct: _____

1. Put all security seals you remove in the ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
2. Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	✔	Record		Verify	✔	Record		Verify	✔	Verify	✔
1												
2												

Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔
1												
2												

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____   Republican Chief Judge: _____

Revised 11/13/17

14. Verify the left and right side case seals with columns E and F on the *Scanning Unit Opening Report.* **DO NOT remove the seals.**

E   E & F   F

Right Case Seal on opposite side is not shown here (column **F**).

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary   State of Maryland

County/City: _____   Date: _____

District/Ward/Precinct: _____

1. Put all security seals you remove in the ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
2. Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #		B. New Main Ballot Box Security Seal #		C. Emergency Ballot Compartment Security Seal #		D. New Emergency Ballot Compartment Security Seal #		E. Left Case Seal # (Do Not Remove)		F. Right Case Seal # (Do Not Remove)	
	Verify	✔	Record		Verify	✔	Record		Verify	✔	Verify	✔
1												
2												

Scanning Unit #	G. Scanning Unit Lid Security Seal #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (Do Not Remove)		J. Front Access Door Tamper Tape # (Do Not Remove)		K. Public Count		L. Protected Count	
	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔
1												
2												

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____   Republican Chief Judge: _____

Revised 11/13/17

15. Verify the security seal number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report.*

G

G

Scanning Unit Lid Seal

16. Remove the security seal. Use the flat scanning unit key to unlock the lid.

17. Unhook the lid latches. Pull both latches out and flip up. Do not force the lid up. Instead, hold onto the latches as you guide the lid upward. The hydraulic arms will do the lifting.

18. Verify the serial number on the top of the scanning unit with column H of the *Scanning Unit Opening Integrity Report*.

H

19. Verify the tamper tape number on the rear access door with column I of the *Scanning Unit Opening Integrity Report*. **DO NOT remove the tamper tape**.

Rear Access Door

I

20. Use the round key to unlock and open the scanning unit.

21. Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, alert a chief judge.

⚠ The scanning unit performs an internal self-test. This process may take several minutes. **If the following screen appears, or if the scanning unit automatically shuts down, alert the election field support personnel immediately. Never turn off the scanning unit or unplug the scanning unit unless instructed by the local board of elections.**
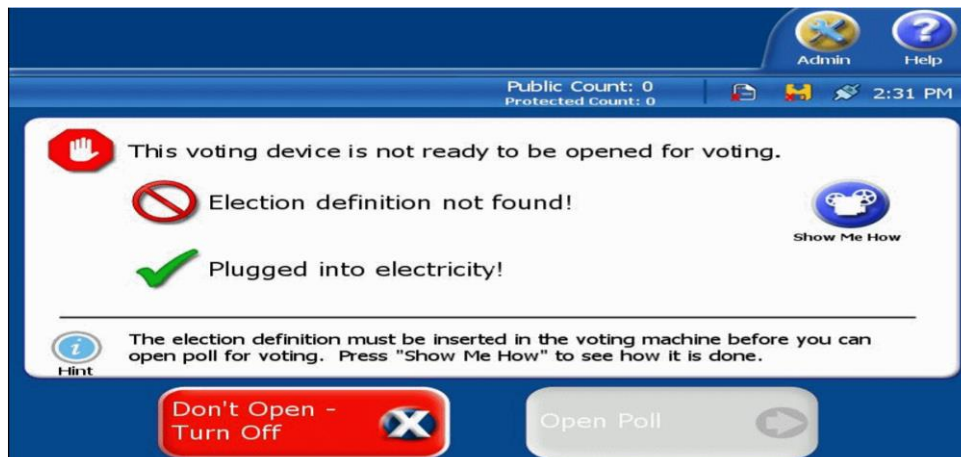
22. Verify the tamper tape number on the front access door with column J of the *Scanning Unit Opening Integrity Report*. **DO NOT remove the tamper tape**.

Front Access Door

J →

J →

⚠ **If the scanning unit does not turn on or if you hear a series of four beeps**, check the power supply to the scanning unit. Make sure the power cord is connected firmly in the back of the scanning unit and also into the gray surge protector and power outlet. Make sure the power outlet is "live" (i.e., power is coming through the outlet). **If the scanning unit still does not turn on, alert the election field support personnel.**
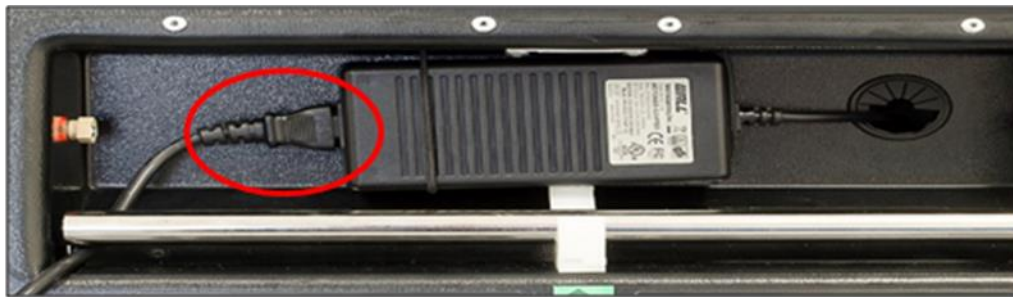
23. Once the scanning unit turns on, verify the public count number is zero and verify column K on the *Scanning Unit Opening Integrity Report.* Verify the protected count number with column L.

K

L

Alert the local board of elections office if either number does not match.

K & L

24. A chief judge enters the election code, then touches "Accept."

25. A "Configuration Report" will automatically print. **DO NOT remove the report.**

26. Verify the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch **"Open Poll"** on the screen.

27. Two copies of the "Zero Report" will print. Separate the "Zero Reports" into two individual reports:
    - Both chief judges sign both "Zero Reports."
    - Attach the first copy of the "Zero Report," along with the "Configuration Report" still attached, to the *Scanning Unit Opening Integrity Report.*
    - Post the second copy of the "Zero Report" for public viewing.

28. Once the self-test is complete and the "Zero Reports" are printed, the following screen appears. Touch "Go To Voting Mode."
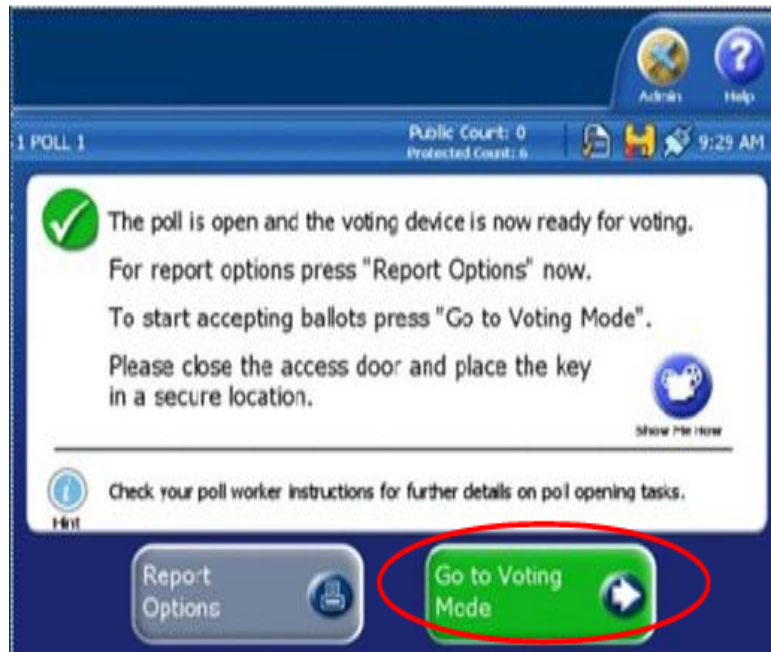
29. When the scanning unit is ready to receive ballots, the following screen appears.
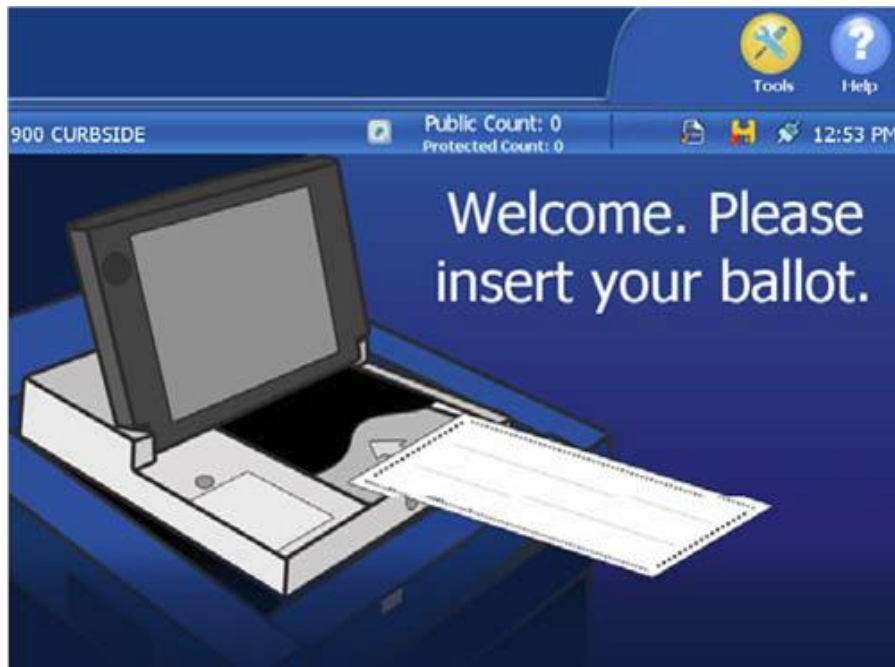
30. Place a privacy screen on each side of the scanner.

31. A voter authority card envelope will be attached to one of the privacy screens with a binder clip. Place the screen with the voter authority card envelope attached on the side of the scanning unit where the voting judge will be standing.

Casting a Ballot

> ⚠️ The term "ballot" is used to refer to a regular paper ballot and a ballot activation card printed from a ballot marking device.

> ⚠️ A voting judge must be stationed at the scanning unit at all times. The voting judge must not leave the scanning unit until replaced with another voting judge.

At the Scanning Unit
The voting judge will:

1. Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**

2. Verify the voter is not a provisional voter with an orange privacy sleeve.

3. Review the voter authority card to verify it has been signed by the voter, properly initialed by other election judges, and is not a provisional voter.

4. **Hold onto the voter authority card until the voter casts the ballot and it is accepted by the scanning unit.**

5. **Stand at least two feet away from the scanning unit and only approach the voter if the voter requests assistance.**

⚠ To ensure voter privacy at the scanning unit, a voting judge must either stand or sit at least **two feet** off to the side of the scanning unit. A voting judge may also stand at the beginning of the line to the scanning unit.

Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

1. The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert these ballots into the top slot.

> ⚠️ Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

2. The bottom slot is for hand-marked ballots only. Ballots can be fed into the scanning unit in any direction, either face up or face down, top first or bottom first. DO NOT fold the ballot and DO NOT force the ballot into the scanning unit.

3. When a ballot is accepted by the scanning unit, the display will read, **"Thank you for voting. Your ballot has been counted."**
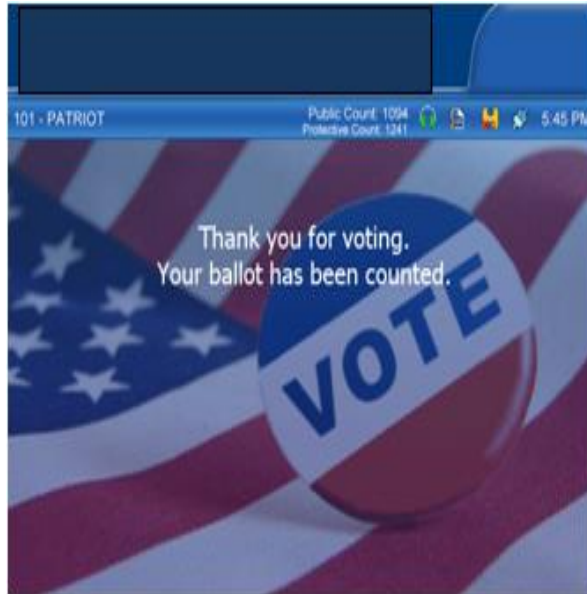
4. After the ballot is accepted by the scanning unit, put the voter authority card into the envelope attached to the privacy screen.
5. Collect the empty privacy sleeve from the voter.
6. Thank the voter for voting, give the voter an "I Voted" sticker, and direct the voter to the exit.
7. Children (under age 18) that are accompanying a voter may be given a "Future Voter" sticker.

⚠ Do not put paperclips or "I Voted" stickers on the scanning unit. These may cause a jam in the scanning unit.

⚠ If a voter appears to be having difficulty, you may offer assistance. DO NOT look at or handle a voter's ballot unless the voter requests assistance.

⚠ Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

Overvoted Contests

A ballot marked by the ballot marking device will caution a voter about an overvoted contest and will not print the ballot with an overvoted contest.

A ballot marked by hand will caution a voter about an overvoted contest at the scanning unit. The scanning unit display will show which contest(s) is overvoted.

An overvoted ballot will cause the display screen to prompt the voter either to "Return" or "Cast" the ballot.
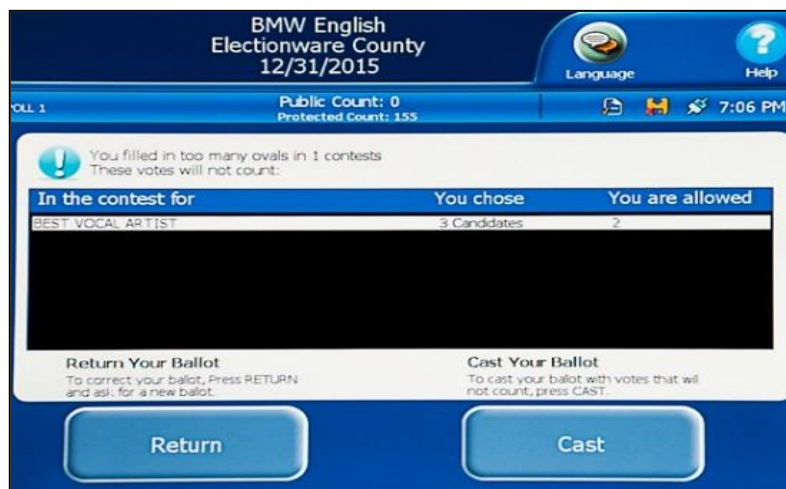
1. Tell the voter that he or she has selected a greater number of candidates allowed for one or more contests.
2. Tell the voter that the ballot can be cast with an overvoted contest or the voter may choose to spoil the ballot and get a replacement ballot.
3. Tell the voter that no vote will be recorded in the contest that is overvoted. All other contests, that are not blank or overvoted, will be counted.

4. If the voters asks for a replacement ballot, tell the voter to touch "Return" and alert a chief judge to assist the voter with spoiling the ballot.

5. If the voter chooses to cast the ballot with an overvoted contest, tell the voter to touch "Cast."

> ⚠️ If the voter accidentally touches "Cast" instead of "Return," the voter is not eligible to vote again.

Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests without cautioning the voter.

All selections made by the voter in undervoted contests are recorded by the scanning unit.

No selections will be counted for undervoted "Vote for 1" contests.

Blank Ballots

A blank ballot will cause the display screen to prompt the voter either to "Return" or "Cast Blank Ballot."
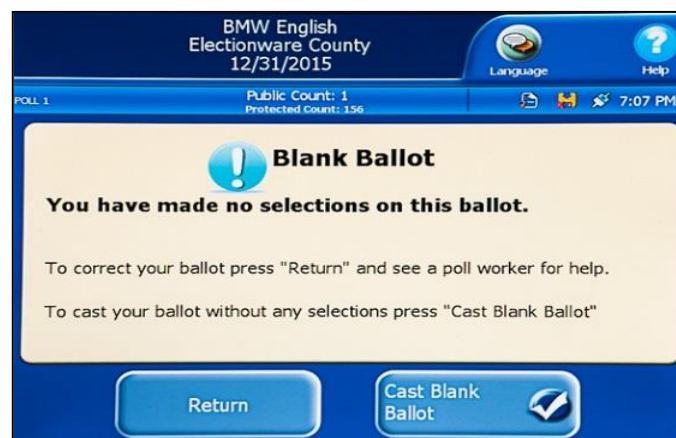
1. Tell the voter that he or she has not voted the ballot.

2. Tell the voter that the ballot can be cast with no selections or the voter may choose to vote the ballot.

3. If the voter asks to vote the blank ballot, tell the voter to touch "Return."   Give the voter authority card back to the voter and alert a voting judge who will direct the voter to an available voting booth. **It is not necessary to reissue a replacement ballot.**

4. If the voter chooses to cast the blank ballot, tell the voter to touch "Cast Blank Ballot."

Rejected Ballots

A rejected ballot will cause the display screen to prompt the voter to "remove and re-insert the opposite end first." If the ballot is still rejected, it must be spoiled by the voter and replaced. Alert a chief judge to assist the voter.
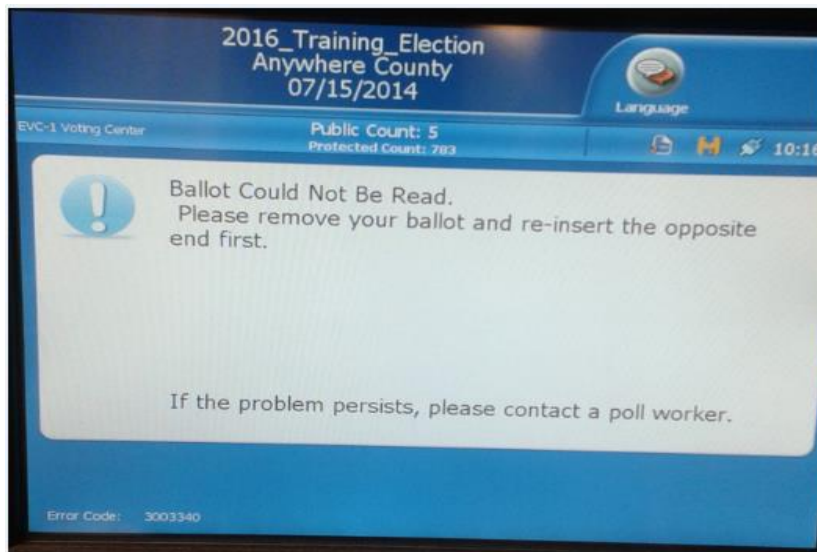
During Voting Hours

1. Periodically, check that the scanning unit is plugged into power by checking the connected plugs icon next to the time.
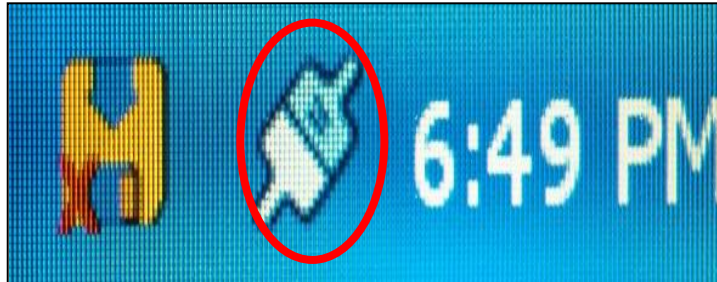
2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.

Ending the Election

⚠

- **All voters who are in line at 8:00 p.m. are permitted to vote.**
- If possible, close the door to the polling room or building behind the last voter in line.
- If the line extends beyond the outside entrance, try to gather the eligible voters inside the building or position an election judge at the end of the line.
- Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.

Required Supplies

> ⚠️ Two chief judges must complete and sign the *Scanning Unit Closing Integrity Report.* If any challengers and watchers are in the polling place when the scanning unit is being closed, speak loud enough for them to hear as you verify the information being recorded on the *Scanning Unit Closing Integrity Report.*

- Scanning unit keys

- Scanning Unit Closing Integrity Report

- New tamper tape and seals

- Clipboard

- Pens

- Tool to remove security seals on the outside of the scanning unit.

Closing the Emergency Ballot Compartment

Chief judges complete the following procedures only when the last eligible voter in the polling place has completed the voting process.

> ⚠️ **Ballots that are placed in the emergency ballot compartment <u>shall not be removed</u> until the last voter in line has voted at the end of the day. A bipartisan team of two election judges shall remove the ballots from the compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the local board of elections for instructions.**

1. Record the security seal number of the emergency ballot compartment in column A of the *Scanning Unit Closing Integrity Report*.

A

A

Scanning Unit Closing Integrity Report State of Maryland
2018 Gubernatorial Primary

County/City: _____ Date: _____

District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____.
☐ Complete all gray areas as needed for each table.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
Scanning Unit #	Verify	✓	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

2. Remove the security seal and unlock the emergency ballot compartment and place it in the zipper pouch in the precinct binder.

3. Using the flat key, unlock and open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

> ⚠️ If the scanning unit cannot read a ballot, contact the local board of elections for instructions. If any ballots are found inside the emergency ballot compartment a bipartisan team of two chief judges shall remove the ballots from the compartment and insert them into the scanning unit.

4. Close and lock the emergency ballot compartment. A new security seal does not have to be applied.

5. Record the security seal number of the main ballot box in column B of the *Scanning Unit Closing Integrity Report*.

6. Remove the security seal and use the flat key to unlock and open the main ballot box. Place security seal in zipper pouch found in the precinct binder.

B

B

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

☐ Put all security seals you remove in the ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓.
☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✔	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____   Republican Chief Judge: _____

7. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

8. Use the strap handle to remove the ballot transfer bin.

9. Check that all ballots are inside the blue ballot transfer bin. 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.

10. 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.
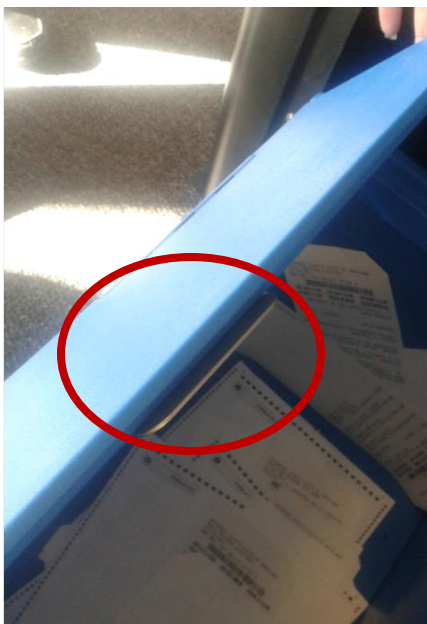
11. Close and use the flat key to lock the main ballot box. A new security seal does not have to be applied.
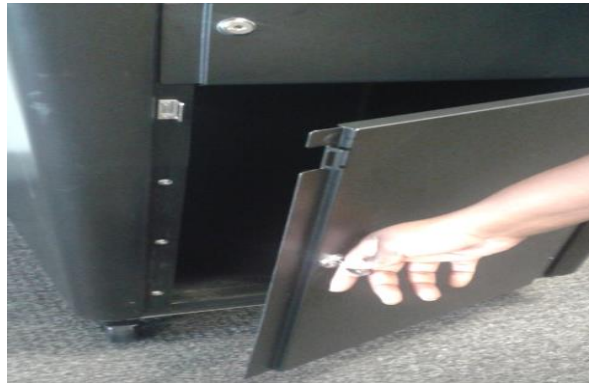
12. Use the flat key to lock both locks on the ballot transfer bin.

13. Record the final Public Count and Protected Count numbers in columns C and D on the *Scanning Unit Closing Integrity Report*.

14. Record or verify the rear access door tamper tape number in column E on the *Scanning Unit Closing Integrity Report*. **DO NOT** remove the tamper tape.

<table>
<tr><td colspan="2">Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary</td><td>State of Maryland</td></tr>
</table>

County/City: _____ Date: _____
District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____ .
☐ Complete all gray areas as needed for each table.

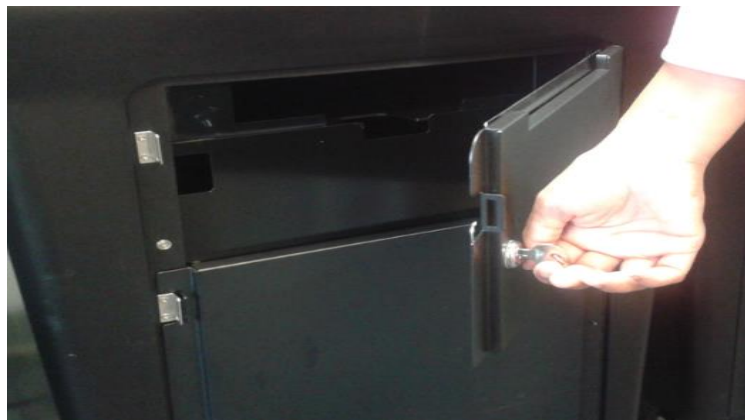| Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #		I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✔	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

15. Record the tamper tape number located on the front access door in column F of the *Scanning Unit Closing Integrity Report*. Remove the tamper tape and place it on the back of the report.

<table>
<tr><td colspan="2">Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary</td><td>State of Maryland</td></tr>
</table>

County/City: _____ Date: _____
District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____ .
☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #		I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✔	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

16. Use the round key to unlock and open the front access door.

17. Push and hold down the **"Close Poll"** button for a second or two and release. The button will turn red.

18. The scanning unit display reads "You have chosen to close the poll for this voting device." Touch the **"Close Poll" button on the screen**. Two "Results Reports" will print.
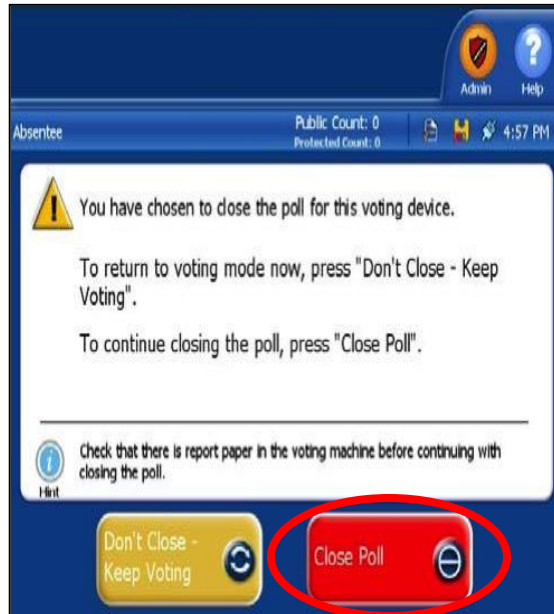
19. After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed." Touch **"Finished – Turn Off" button on the screen**. Scanning unit powers off and __WAIT!__
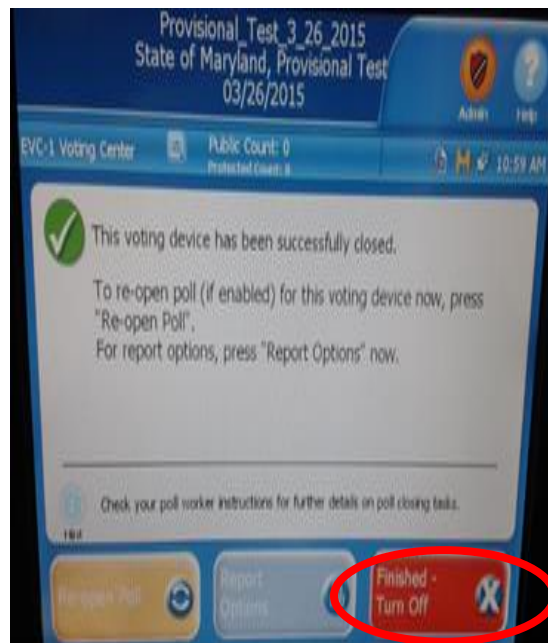
⚠ **Allow all lights in the front access door compartment and on the display screen to go <u>completely dark.</u> This process could take several minutes to complete.**

20. Unplug the scanning unit from the power outlet.

21. <u>**After all the lights have gone dark**</u>, and after the scanning unit has been unplugged from the power outlet, gently pull the memory stick straight out to remove it from the front access door compartment.
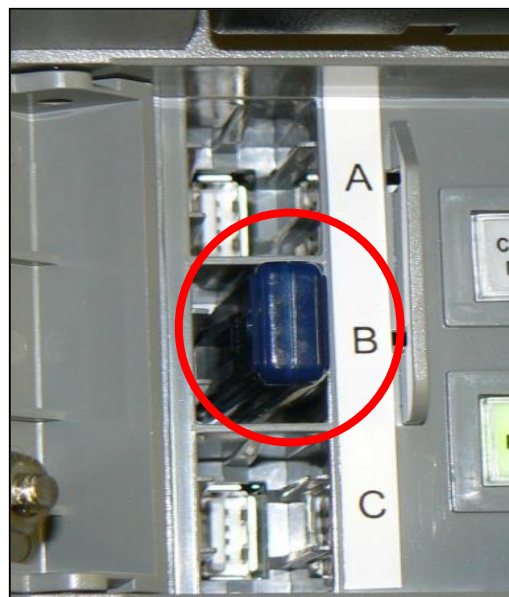
22. Verify the memory stick serial number with column G of the *Scanning Unit Closing Integrity Report*.

G → (memory stick showing AA04012700011055, 4GB)

G → (Scanning Unit Closing Integrity Report)

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary
State of Maryland

County/City: _____ Date: _____
District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____.
☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✔	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

23. Immediately secure the memory stick(s) for transport to the local board of elections office. Memory stick(s) will be placed in a zipper pouch and will be hand delivered by designated personnel to the local board of elections office.

24. Use the round key to close and lock the front access door. **DO NOT** apply tamper tape.

25. Gently lower the display screen and lock the screen into place.

26. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

27. Attach a new security seal to the scanning unit lid. Record the new seal number in column H of the *Scanning Unit Closing Integrity Report*.

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary
State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____.
☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #	H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	Record	Record	Record	Record
1					
2					

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

28. Separate the "Results Reports" into two individual reports.

- Both chief judges sign both copies of the "Results Reports."

- Attach the first copy of the "Results Report" to the *Scanning Unit Closing Integrity Report*.

- Post the second "Results Report" next to the morning's "Zero Report" for public viewing.

- Repeat steps 1 through 28 for each scanning unit.

29. Apply red security seal on the front and rear sides of the ballot transfer bin lid. Record the tamper tape or seal numbers in columns I and J of the *Scanning Unit Closing Integrity Report*.

County/City: _____ Date: _____

District/Ward/Precinct: _____

☐ Put all security seals you remove in the ‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗.
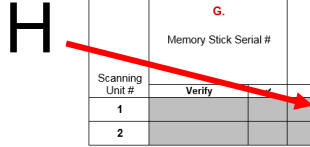☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✓	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

30. Extend the roller handle and lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported to the local board of elections office. As a bi-partisan team, chief judges must return the voted ballots and required supplies to the local board of elections office.

31. Count the total number of voter authority cards from the scanning unit voter authority card envelope(s). Record the number of voter authority cards in column K of the Scanning Unit Closing Integrity Report. Put the voter authority cards back into the envelope(s) and give the envelope(s) to the chief judges.

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary   State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

☐ Put all security seals you remove in the _____ .
☐ Complete all gray areas as needed for each table.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
	Record	Record	Record	Record	Record	Record
1						
2						

K

Scanning Unit #	G. Memory Stick Serial #		H. New Scanning Unit Lid Seal #	I. Tamper Tape on Front of Ballot Transfer Bin	J. Tamper Tape on Rear of Ballot Transfer Bin	K. Number of VACs
	Verify	✔	Record	Record	Record	Record
1						
2						

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____

Democratic Chief Judge: _____   Republican Chief Judge: _____

Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

2. Close and lock the back compartment door using the flat key.

3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

4. Two election judges roll the scanning unit to the transfer cart to be loaded for return to the local board of elections. Load the scanning unit(s) in to the cart so that the rear of the unit is facing out.

Supplies to be Returned Election Night

1. Place ballot stubs in the ballot transfer bin(s) with the voted ballots. Chief Judge will return ballot transfer bin(s) with the voted ballots, envelopes that contain the voter authority cards, orange provisional ballot bag that contains voted ballots, and the precinct binder.

2. The election field support personnel will return the memory stick(s) and the compact flash (CF) cards from the pollbooks