

## **Appendix 4 - Removing and Replacing Ballot Transfer Bin During Voting Hours**

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## A.1 Before Voting

1. Make sure to remove all unvoted ballots from the ballot transfer bin inside the scanning unit.
2. Use the ballot transfer bins that are not in the scanning unit to store unvoted ballots.

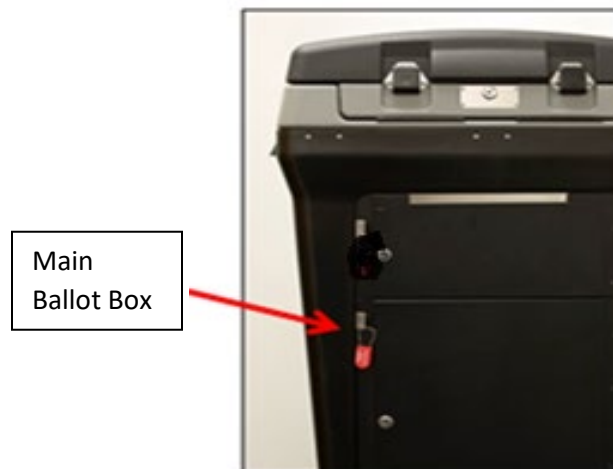
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## A.2 During Voting

A ballot transfer bin will be full when the scanning unit has read about 1,000 ballots. If a ballot transfer bin is full, follow the instructions below. Make sure there is not a long line in the polling place.

1. Get the *Replacing Ballot Transfer Bin Report* found in the precinct binder.
2. Remove the security seal on the main ballot box. Put the used seal in the purple zipper pouch in the precinct binder.

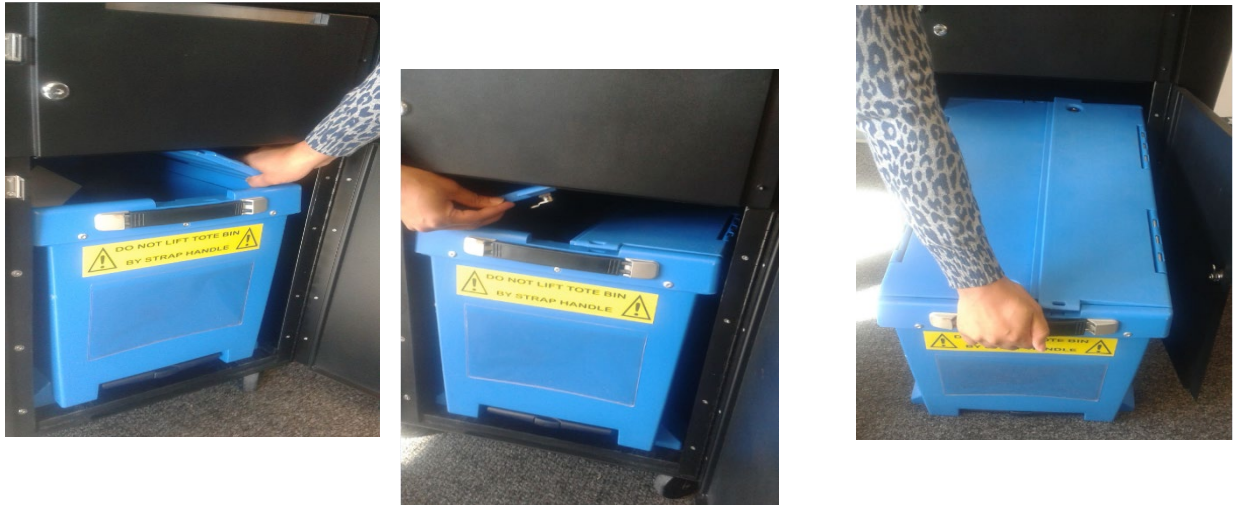
Figure 1 - Seal on the Main Ballot Box on the Scanning Unit



3. Unlock the main ballot box by using the scanning unit key.
4. Reach inside the main ballot box to close the lid loosely on the ballot transfer bin.
5. Use the strap handle to remove the ballot transfer bin.

## A-4.2 Removing and Replacing Ballot Transfer Bin During Voting Hours

**Figure 2 - Removing the Ballot Transfer Bin from the Scanning Unit**



6. Check inside the main ballot box for any loose ballots. Put any loose ballots found inside the main ballot box into the ballot transfer bin.
7. Make sure the main ballot box is empty and any remaining ballots are in the ballot transfer bin.
8. 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.

**Figure 3 - "Tongue-in-groove" Fit on the Ballot Transfer Bin**



### **A-4.3 Removing and Replacing Ballot Transfer Bin During Voting Hours**

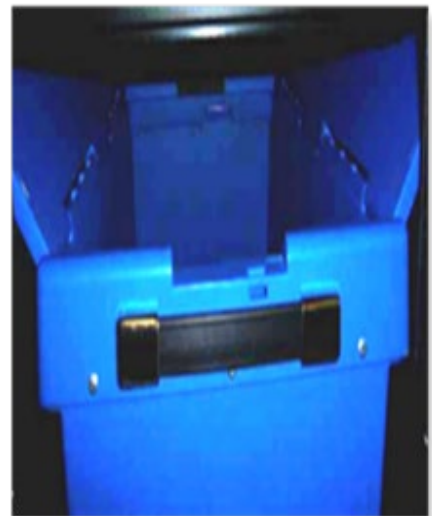
9. Close and use the flat key to lock the ballot transfer bin on both sides. Apply security seals on one side of the ballot transfer bin lid. Seals can be found inside the chief judge binder.  
**DO NOT USE TAMPER TAPE.**

**Figure 4 - Security Seal on One Side of the Ballot Transfer Bin Lid**



10. Record the seal number on the *Replacing Ballot Transfer Bin Report*.
11. Put an empty ballot transfer bin in the scanning unit. Make sure the lids of the bin are open.

**Figure 5 - Open Lids on the Ballot Transfer Bin**



12. Close the door of the main ballot box. Use the flat key to lock the door.

## **A-4.4 Removing and Replacing Ballot Transfer Bin During Voting Hours**

13. Apply a new seal on the door of the main ballot box.

**Figure 6 - New Seal on the Main Ballot Box of the Scanning Unit**



14. Write the seal number on the *Replacing Ballot Transfer Bin Report*. Seals can be found inside the Chief Judge Binder.
15. Write the time when the replacement took place and the Public Count found on the scanning unit.
16. Put the full ballot transfer bin in the transportation cart or another secure location until the polling place is closed.
17. Return all voted ballots in the ballot transfer bin(s) to the Carroll County Board of Elections office at the close of the polls as a bipartisan team of chief judges.

## **A-4.5 Removing and Replacing Ballot Transfer Bin During Voting Hours**