

**PG20 ELECTION
SUPPLY PACKING LIST**



BOARD OF ELECTIONS

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GENERAL INFORMATION

This document provides detailed information regarding the Election supplies and equipment Election judges will find upon arrival to the Early Voting site or Vote Center at 6 AM. All locations will have already been set up by HCBOE staff in the days before voting would start either on October 26 (Early Voting) or on November 3 (Election Day). For a list of the 5 Early Voting sites and 12 Vote Centers available for in-person voting please go to the Howard County Board of Elections web site. In addition, there is information regarding the location of drop off boxes within Howard County for mail-in/absentee ballots.

Due to social distancing requirements, voter check-in will be set up in one area with voting set up and occurring in a separate area; i.e. cafeteria and gym. In the example of the Early Voting site at Reservoir High School, check-in will occur in the Auxiliary Gym with voting a walk down the hallway to the Main Gym. Each one of these areas has a defined limit as to the voters permitted within that area at any one time for everyone's health and safety. It is the responsibility of ALL Election Judges to ensure these limits are followed (defined limits are noted on the polling place schematics).

As stated above, all the voting sites will already be set up as follows: tables, chairs, required signage, traffic flow arrows, voting equipment (pollbooks, ballot scanners and ballot marking devices charging), voting booths, ballot cart(s), provisional voting area and various stations containing supplies including voter handouts, supplies and personnel protective equipment (PPE). Go to our web site to view the polling place schematics of all of Howard County's Vote Centers/Early Voting sites. It is highly recommended to view the schematic of the voting site you've been assigned to familiarize yourself with that location's set up, traffic flow pattern and defined voter limits.

IMPORTANT NOTE: All Early Voting sites will continue to operate for in-person voting through Election Day where these sites will become Vote Centers. Thus, there will be 17 Vote Centers available for in-person voting on November 3, 2020.

While Election Judges have missed out on the "fun" with not setting up the location they've been assigned for this Election, they will be expected to pack up and close out as usual before being dismissed Election night (9 to 10 pm on November 3, 2020).

Please take the time to familiarize yourself with information outlined below regarding the supplies and equipment to be found at your assigned Vote Center.

ELECTION SUPPLY LIST

LAST MINUTE INFORMATION ENVELOPE (for Chief Judges)

CONTENTS:

- Last Minute Information document
- Polling place schematic*
- Election Supply List*
- **ALL** Election judge type, color-coded checklists*
- Voting equipment closing quick guide (instructions)
- *Memory Stick/CF Card Provisional/AB Transportation Log*
- *Ballot Transfer Bin Transportation Log*

*Available online at HCBOE's website

VOTE CENTER/EARLY VOTING SITE SETUP

Note: The below check-in and voting area descriptions are generalizations. Please see polling place schematics for more detail regarding your assigned location.

Check-In Area (Cafeterias and Auxiliary Gyms)

- 12-15 tables with chairs (entire location will have 25 tables and 50 chairs)
- 8 – 10 pollbooks w/printers and network & USB cables
- 2 barcode scanners for same day registration
- Modem/router
- Plexiglass shields at Check-In and Chief Judges tables
- Voter handout materials in trash bags: pen and "I Voted" sticker in a baggie (each voter receives a bag)
- Sign totem w/required signage
- Additional signage which will already be posted
- Sample ballots for voter use
- Voter waiting area

Voting Area (Main Gyms, Middle and Elementary School Gyms)

- 10 – 13 tables and chairs
- Up to 30 voting booths (2 set up w/ADA legs)
- 4 scanning units
- 4 ballot marking devices
- Ballot cart(s) w/118 ballot styles
- Tables set up for ballot prep and issuance, supplies, provisional judges and voting, Chief/Tech Judges, voting judges
- Sign totem w/required signage
- Additional signage which will already be posted
- Plexiglass shields at ballot issuance and provisional tables
- Voter/SDR waiting area

Note: Provisional judges/voting stations maybe set up in separate areas depending on the location (please see polling place schematics).

TRANSFER CARTS AND BALLOT CARTS

Note: Vote Centers/Early Voting Sites will already be setup with most of the below items already stationed in position when Election Judges arrive at 6AM on their assigned day.

5 Transfer Carts and 1 Ballot Cart (2 for Early Voting)

INITIAL CONTENTS:

- 4 Scanning Units
 - 4 Ballot transfer bins (located within scanning unit's main ballot box)
 - 4 Orange Voter Authority Card bags
 - 200 Manila privacy sleeves
 - 2/Scanning unit privacy boards
- 4 Ballot Marking Devices (BMD) with keypad and headphones
- Up to 30 Voting Booths (booths)
- **2 Provisional Ballot Bags (16 for Early Voting)**

INITIAL CONTENTS:

- 6 – 8 Orange privacy sleeves
 - Provisional Supply Envelope
 - Pens
 - Yellow return seals
 - Red Provisional Information folders (8 for Early Voting)
 - Voter Authority Card envelope (8 for Early Voting)
 - Provisional Ballot Applications (200 to 500)
 - Same Day Registration Applications (100)
 - Extended Hours Envelope (**DO NOT OPEN**)
 - Extended hours envelopes
 - Extended VAC envelope
 - Instructions
- Note:** For Early Voting all the above provisional voting supplies will be contained in a black roller case. Please DO NOT lock this case at closing for each night of early voting. In addition, all provisional early voting will occur at a 4-compartment booth.
- Four boxes containing tripod easels for 4 "Line Starts Here" signs
 - Four "Line Start Here" signs (Check-In, Voting Booths, Ballot Issuance and Scanning Units)
 - Two Electrical Supply Bags
 - Extension cord(s) and power strip(s) for voting equipment and pollbooks
 - Two White Election Supply Boxes
 - Signage-no electioneering, voter entrance, accessible etc.

- Flashlights, tape measure, voting judge waist band aprons etc.
- 2 – 4 Orange provisional privacy booths
- No Electioneering signs, various Voting directional signs and other signage
- 4 ADA tables for the BMDs
- 2 ADA leg box sets for voting booth conversion
- 3 Absentee Ballot Bags (if provided)

BALLOT CART(S)

- 118 Ballot styles of various quantities depending on the site
 - 500 – 2000 Ballot Activation Cards (BACs for use with the BMDs)
- Note: Election Day Vote Centers may have white ballot divider boxes that will contain the expected lesser voted ballots to be issued at that location.

GREY TOTES

Note: Pollbooks and their various peripherals will already be set up.

3 – 4 Grey totes

INITIAL CONTENTS:

- 8 – 10 Pollbooks in blue locked, cases with power supply cords
- 3 Printer cases
 - 8 – 10 Pollbook printers with power supply packs/cords
 - 8 – 10 USB cords
 - 8 – 10 Blue CAT-5 cables
 - 2 Barcode scanners for same day registration (SDR)
 - 8 – 10 Printer backup batteries (already installed)
- Extra printer paper
- Modem or wireless router
- 2 Sign totems containing official Election signage

2 BLUE TRANSFER ELECTION SUPPLY CASES

INITIAL CONTENTS:

- 2 colored totes - use as a container to store privacy sleeves at scanning units
- Preprinted VACs for contingency plan and pollbook printer failure
- 2 Cell phones
- 4 Walkie – talkies
- Voter Update Forms
- 6 Ballot magnifiers
- Extra ballot marking pens
- Building tamper tape envelope (Early Voting only)
- Green zipper bag
 - Clear zipper bag
 - Yellow zipper bag

- 2 red lanyard key sets
 - Orange provisional ballot bag key
 - Yellow absentee ballot bag key
 - Transfer cart keys
 - Red lock keys for ballot scanners red padlocks
 - Round barrel keys for scanning units and BMD
 - Silver keys for ballot transfer bin and scanning unit locks
 - Blue keys for blue padlocks on pollbook cases
 - Green key for ballot cart locks
- Cart tamper tape envelope
- Scanning unit/BMD tamper tape envelope
- Election code in envelope for scanning unit and BMD opening
- Election seal bag
- White District/Precinct Information Binder (for Chief Judges)
 - Voter Assistance Forms
 - Challenger and Watchers Manual and Certificates
 - Complaint and Incident Forms
 - Exit Polling and contact information
 - Certificate of Participation Forms, Voter Registration applications and Election Judge Recruitment Cards
- Integrity Report and Payroll Binder (for Chief Judges)
 - Integrity reports and certificates
 - Payroll sheets and other judge employment documents
 - Voter Turnout Reports
 - Election Day Logs
 - Cancelled VAC envelope, Voter Update Form envelope and Completed Forms envelope
- 2 Main Election Supply Boxes
 - Election judge pens
 - Notepads and calculators
 - Scissors and snips
 - Stapler and paper clips
 - Large black and fine markers
 - Painters tape – for posting signs
 - Duct tape
 - Name tag stickers and need assistance stickers
- 1 Voting Judges' Supply Box
 - Paper clips
 - Extra "I Voted" stickers
 - Rubber finger tips
 - Magic erasers

- Screen wipes
- Black marker to spoil ballot activation cards or ballots
- Voting Judges folder containing *Spoiled Ballot Tally Sheet* and Spoiled Ballot Envelope
- Envelope containing place holder cards for line management
- Signage envelopes
 - Extra signage – **ALL** signs will already be posted
 - Election Judge type placards
 - Sample ballots

2-3 PPE BLUE TRANSFER SUPPLY CASES (OR GREY TOTES)

- Election Judge PPE, hand sanitizer (small spray bottles), gloves and face masks
- Sanitizer wipes, sanitizer spray bottles and paper towels
- Extra face masks for voters/judges
- Voting equipment cleaning kits
- A limited amount of face shields

POST-ELECTION SUPPLY PACKING LIST

Critical Election Items

- Completed *Memory Stick/CF Card/Provisional/AB Transportation Log**
- Completed *Ballot Transfer Bin Transportation Log**
- Clear Zipper Bag Return Contents*
 - 8 – 10 CF Cards from pollbooks
 - 8 – 10 CF Cards with adapters from pollbooks
 - 4 Scanning unit memory sticks
 - 4 Ballot Marking Device (BMD) memory sticks
- 2 Sealed/Locked Provisional Ballot Bags containing voted ballots within sealed application envelopes, Extended Hours Envelope, red provisional folder, VAC envelope, orange privacy sleeves and Provisional Supply Envelope*
- 1 Integrity Report and Payroll Binder*
- 1 Voting Judges Folder*
- 3 Absentee Ballot Bags (if provided) *
- Locked blue ballot transfer bin(s) containing voted ballots and spoiled ballot envelope. **Lock and leave within bottom of scanning units.**
- 4 Sealed orange VAC bag(s) containing voter's signed Election Day VACs. **Pack in transfer cart.**

***All the above critical items will be picked up at Election end by HCBOE Staff.**

TRANSFER CART(S)

***Place ALL listed items within 5 carts and lock with cart key. Voting booths in their boxes are the ONLY items that should be placed outside of cart. Pack and strap up to 4 voting booths to cart top. Each cart will have a generalized packing picture to guide Election Judges in they should be packed at closing.**

RETURN CONTENTS

- **Four sealed orange VAC bags containing signed VACs**
- 4 BMDs in soft cases on cart shelves. Pack headphones and power supply/cords in soft case side pocket
- 2 ADA leg kits in small blue box
- 4 ADA tables in black box (can be packed on cart tops)
- 3 Large No Electioneering signs and wire sign supports
- Four boxes containing tripod easels
- Four "Line Starts Here" signs
- 2 Electrical Supply Bags containing extension cords and power strips
- 2 White Election supply boxes
 - Signage-no electioneering, multi-location, voter entrance, accessible etc.
 - Flashlights, tape measures, voting judge waist band aprons etc.
 - Provisional privacy booths
- 4 Scanning Units
 - White scanning unit privacy boards
 - **Blue ballot bins containing voted ballots (close lids and lock then leave inside scanning units)**
- 3 – 4 Grey Totes
 - 2 Folded sign totems on bottom of totes
 - 3 Printer cases containing printers, power supply/cords, USB cables and barcode scanners (no more than 4 printers per case)
 - Locked pollbook cases containing pollbooks and power supply/cords
 - Extra printer paper rolls
 - Modem – Unscrew antennae and pack in original box
- 2 Wheeled Blue Transfer Cases
 - Colored tote
 - 2 Main Election supply boxes w/miscellaneous supply items
 - 1 Voting Judges supply box w/miscellaneous supply items
 - Signage envelopes (all non-laminated wall signage maybe recycled)
 - Cell phones in boxes
 - Walkie-talkies in boxes
 - Pre-printed VAC bundles
 - White Chief Judges' District/Precinct Information binder

- Ballot magnifiers
- Placeholder envelope
- Unused voter update forms
- Green zipper bag (does not have to be sealed at Election end)
 - Yellow zipper bag
 - 2 red lanyard keys
 - Unused red cart tamper tape (keep one out per cart for final tamper taping of cart(s))
 - Unused scanning unit/BMD tamper tape
 - Election code in envelope
 - Election seal bag with unused seals
- 2 – 3 Wheeled Blue Transfer Cases containing leftover PPE
- **15 Plexiglass shields w/stanchions (supports) – these shields will have to be removed from tables (remove duct tape anchoring supports – PLEASE BE CAREFUL!). Before packing grey totes, place plexiglass shields in the back of cart labeled “Election Supplies” – this will be the only cart with no scanning units or BMDs. All cart labels specify the voting equipment (scanning units and BMDs) to be packed onto that specific cart.**

NOTE: Make sure transfer carts are locked after they are packed with the above items. The one rule to follow with Election end packing, only voting booths in their boxes maybe left outside of carts. **Use cart packing picture posted on door inside as a generalized guide to packing carts.**

BALLOT CART(S)

- Unused ballots and BACs
- Privacy sleeves

Note: Make sure ballot cart(s) are locked after they are packed with the above items. Make sure blue cover is placed over cart.