

Chapter 11 – Scanning Unit

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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 may rotate positions during the day under chief judge supervision.

Required Supplies

The following are required supplies needed to set up and open the voting units:

- Polling pace schematic
- Scanning unit key on blue lanyard for pre-election night meeting
- Last Minute Information folder containing keys on blue lanyard
- *Scanning Unit Opening Integrity Report*
- Pens
- Green and yellow zipper bags for pre-election morning activities
- Red keys on red lanyard(s) to unlock padlocks on the outside of the scanning unit(s) during pre-election morning opening activities
- Scanning unit silver key on red lanyard(s) to unlock doors and lid during pre-election morning activities
- *Ballot Opening Certificate* for pre-election morning activities
- Passcode for pre-election morning opening procedures
- Orange Voter Authority Card bag for pre-election morning activities
- Colored tote from blue transfer bag(s) for voter privacy sleeve collection at scanning unit(s)

Scanning Unit Setup – Pre-Election Night Meeting

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 polling place schematic.



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.

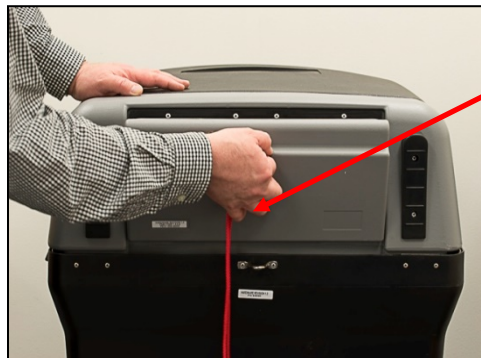


4. Confirm the shipping label on the back of the scanning unit shows the correct polling place. If the polling place is wrong, immediately notify the local board of elections.



Shipping Tag

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



Flat silver key on blue lanyard will be used to open back door during pre-election night meeting.



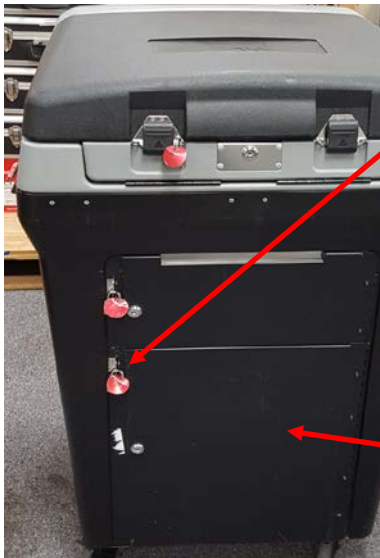
Keep the back door of the scanning unit open when it is plugged into an electrical outlet. Failure to do so may result in the unit overheating.

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



Opening the Polls – Pre-Election Morning

- Verify the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.
- Using the red key on red lanyard, unlock the padlock on the main ballot box.



Main
Ballot Box

State of Maryland

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018
Dist./Prec: 01 - ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____
Revised 11/13/17

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



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. Remove the transfer bin by extending the roller handle. Lift the handle to shift the weight of the ballot transfer bin to the rear wheels. Roll the ballot transfer bin to the ballot issuance table where the front and back seals must be verified on the *Ballot Opening Certificate*. Remove/cut seals once verified and place in green zipper bag. In addition, ballots will be removed, verified, and counted using the *Ballot Opening Certificate*. Place verified and counted ballots in white ballot divider boxes labeled for that purpose. 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.



- Close and lock the main ballot box door. Reattach lock to door. Verify the seal number on metal tag of padlock in column B of the *Scanning Unit Opening Integrity Report*.



B

State of Maryland

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard
Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Date: 6/26/2018

Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____ Revised 11/13/17

- Verify the red padlock seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove the lock.



C

Emergency Ballot Compartment

State of Maryland

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard
Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Date: 6/26/2018

Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	D50315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____ Revised 11/13/17

- 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.



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



Emergency Ballot Compartment metal flap in up position.

- Close, lock and reattach padlock to the emergency ballot compartment door.
- Verify the reattached lock, seal number in column D of the *Scanning Unit Opening Integrity Report*.



Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

State of Maryland

County: Howard Date: 6/26/2018
Dist/Prc: 01-01 BRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Predct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

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.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Public Count	Protected Count
1	2161	DS0315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____

1

Democratic 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.



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

E & F

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard
Dist./Prec: 01-01_ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s):01-02

State of Maryland
Date: 6/26/2018

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	5589	5589	2269	2269	1001965	1001973

	G. Scanning Unit Lid Lock #	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
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	2161	D90315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____ Revised 11/13/17

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



Scanning Unit Lid Seal

G

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard
Dist./Prec: 01-01_ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s):01-02

State of Maryland
Date: 6/26/2018

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	5589	5589	2269	2269	1001965	1001973

	G. Scanning Unit Lid Lock #	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
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	2161	D90315330483	14-51397		0	0

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

Assisting Judges: _____

Republican Chief Judge _____ 1 _____ Democratic Chief Judge _____ Revised 11/13/17

16. Using the red key on red lanyard remove the lock. 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. Reattach scanning unit lid lock where it was originally located.



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



H

State of Maryland

Date: 6/26/2018

Scanning Unit Opening Integrity Report
2018 Governorial Primary Election

County: Howard
Dist/Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s):01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

Remember: If any Tamper Tape or seal is removed from the scanning unit during polling hours, attach the removed Tamper Tape or seal to this report. Incompletely torn Tamper Tape and seals will only be returned to the poll station.

Scanning Unit #	A. Main Ballot Box Lock #	B. Reattached Main Ballot Box Lock #	C. Emergency Ballot Compartment Lock #	D. Reattached Emergency Ballot Compartment Lock #	E. Left Case Seal # (DO NOT REMOVE)	F. Right Case Seal # (DO NOT REMOVE)
	Verify	Verify	Verify	Verify	Verify	Verify
1	5589	5589	2269	2269	1001965	1001973

Scanning Unit #	G. Scanning Unit Lid Lock #	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	2161	050315330483	14-51397		0	0

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

Assisting Judges: _____

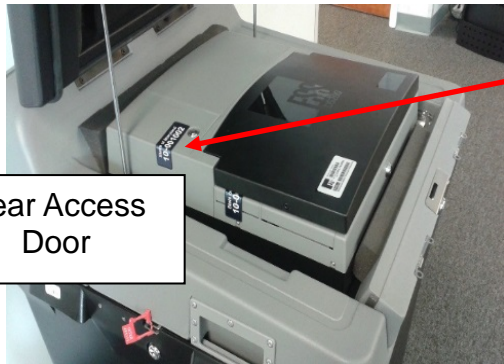
Republican Chief Judge _____

1

Democratic Chief Judge _____

Revised 11/13/17

- 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.



State of Maryland

Scanning Unit Opening Integrity Report
2018 gubernatorial Primary Election

County: Howard
Dist/Pre: 01-01 - ELKSDRIDGE LANDING MIDDLE SCH-CAETERIA
Combined District/ Precinct: C0301-02

Date: 5/26/2018

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL query areas.

Remember: If any tamper tape is used to remove tape from the scanning unit during voting hours, attach the removal tamper tape to and file the Removal Tamper Tape Report. Attach the Removal Tamper Tape Report to the original report and verify with the Election Unit as per instructions.

A.		B.		C.		D.		E.		F.	
Ballot Box #	Reattached Front Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Cover Seal # (DO NOT REMOVE)	Right Cover Seal # (DO NOT REMOVE)						
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	✓	✓	✓	✓	✓	2269	✓	1001965	✓	1001973	✓

G.		H.		I.		J.		K.		L.	
Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count						
Scanning Unit #	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify	Verify
1	2161	✓	✓	✓	✓	0	✓	0	✓	0	✓

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

Assisting Judges: _____

Republican Chief Judge _____ 1 Democratic Chief Judge _____ Revised 11/13/17

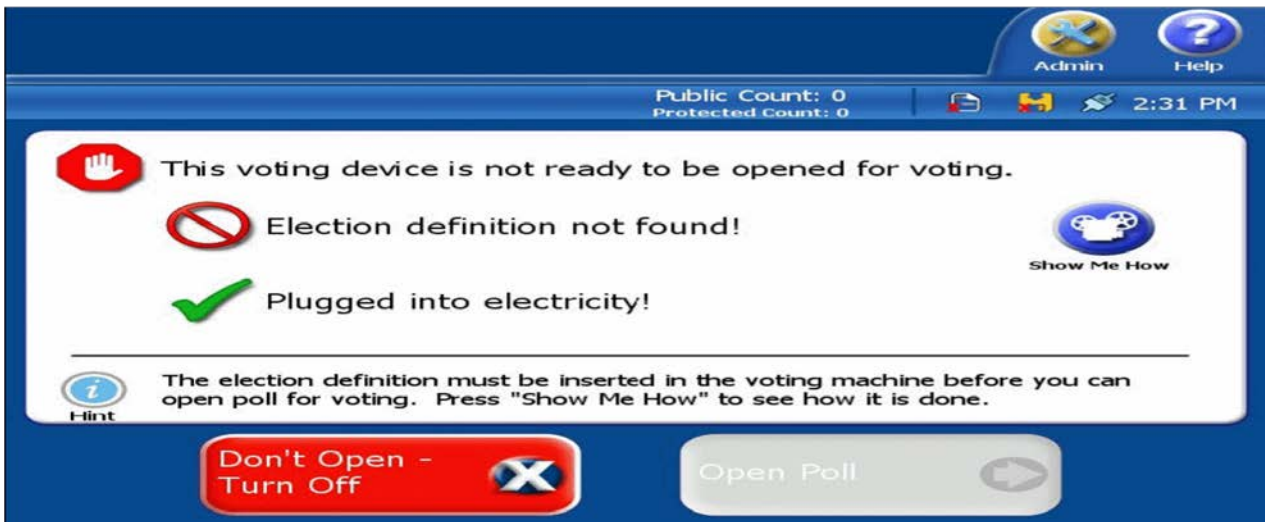
- Use the round key to unlock and open the scanning unit.



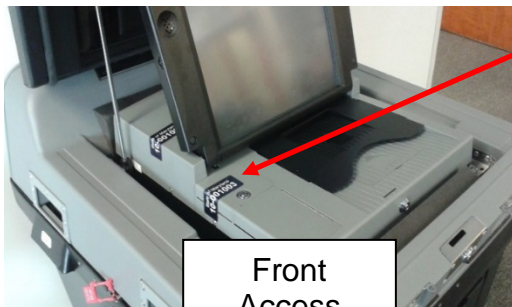
- Gently lift and raise the screen to the upright position. The scanning unit will turn on by itself. If the scanning unit does not turn on, alert a chief judge.



! 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 a chief judge 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

State of Maryland

Scanning Unit Opening Integrity Report
2018 Gubernatorial Primary Election

County: Howard
Dist./Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA
Date: 6/26/2018

Combined District/Precinct(s): 01-02

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Opening Report and Configuration Report from each Scanning Unit to this report.
3. Post second 2. Report from each Scanning Unit for public viewing.
4. Complete ALL grey rows.

Scanning Unit #	A. Main Ballot Box Lock #		B. Reattached Main Ballot Box Lock #		C. Emergency Ballot Compartment Lock #		D. Reattached Emergency Ballot Compartment Lock #		E. Left Case Seal # (DO NOT REMOVE)		F. Right Case Seal # (DO NOT REMOVE)	
	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓	Verify	✓
1	5589	✓	5589	✓	2269	✓	2269	✓	1001965	✓	1001973	✓

Scanning Unit #	G. Scanning Unit Lid Lock #		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	2161	✓	D90315330483	✓	14-51397	✓	0	✓	0	✓	0	✓

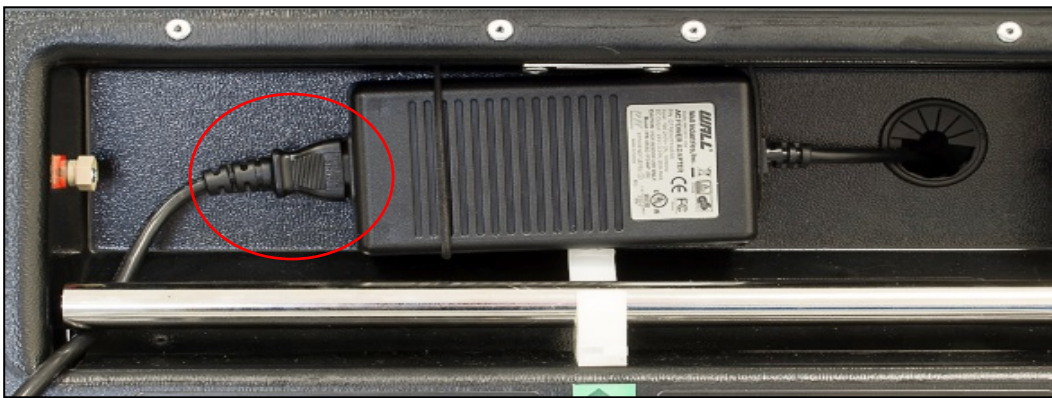
To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

Republican Chief Judge: _____ 1 Democratic Chief Judge: _____

Revised 11/13/17

! 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 your assigned rover.



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

State of Maryland

Date: 6/26/2018

County: Howard
 Dist./Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
 Combined District/Precinct(s): 01-02

1. Attach ALL locks to their original location after opening and closing.
 2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
 3. Post each Zero Report from each Scanning Unit for public viewing.
 4. Complete ALL verify areas.

	A.	B.	C.	D.	E.	F.
	Main Ballot Box Lock #	Reattached Main Ballot Box Lock #	Emergency Ballot Compartment Lock #	Reattached Emergency Ballot Compartment Lock #	Left Case Seal # (DO NOT REMOVE)	Right Case Seal # (DO NOT REMOVE)
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	5589	5589	2269	2269	1001965	1001973

	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Lock #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (DO NOT REMOVE)	Front Access Door Tamper Tape # (DO NOT REMOVE)	Public Count	Protected Count
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	2161	050315330463	14-51397		0	0

Alert assigned rover if either number does not match.

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

Assisting Judges: _____

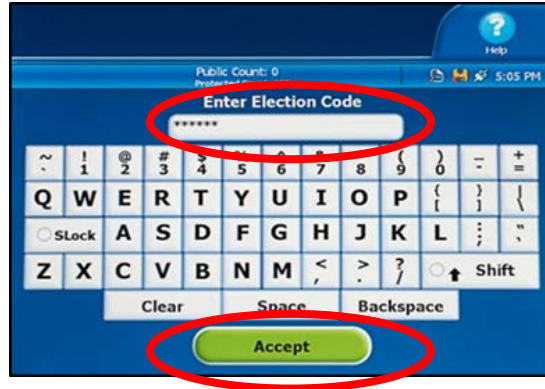
Republican Chief Judge _____

1

Democratic Chief Judge _____

Revised 11/13/17

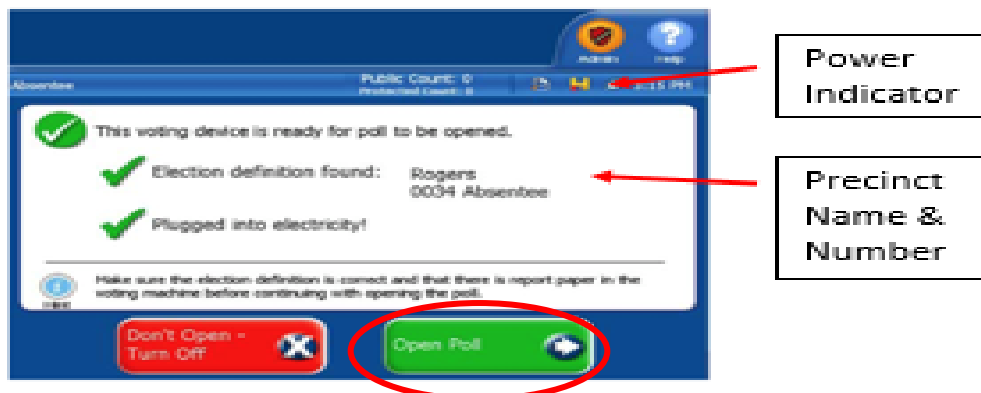
24. A chief judge enters the election code, then touches “Accept.”



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



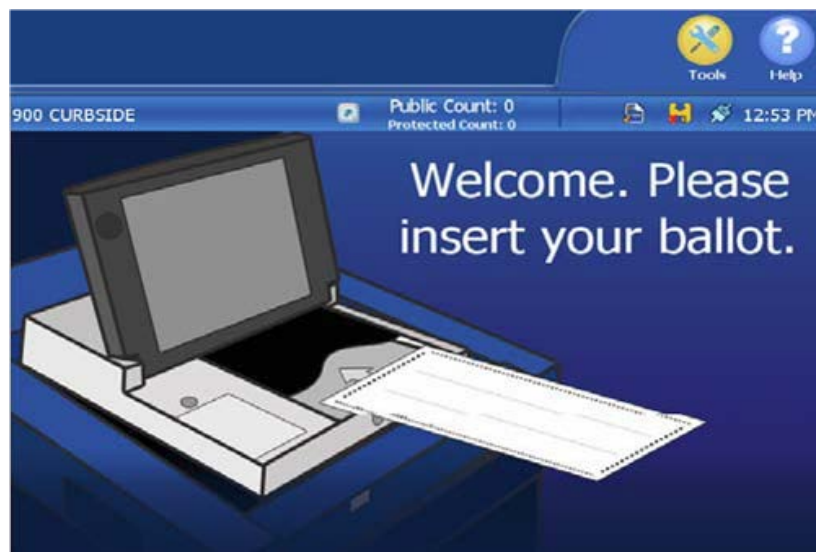
26. Verify the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch “Open Poll” on the screen.



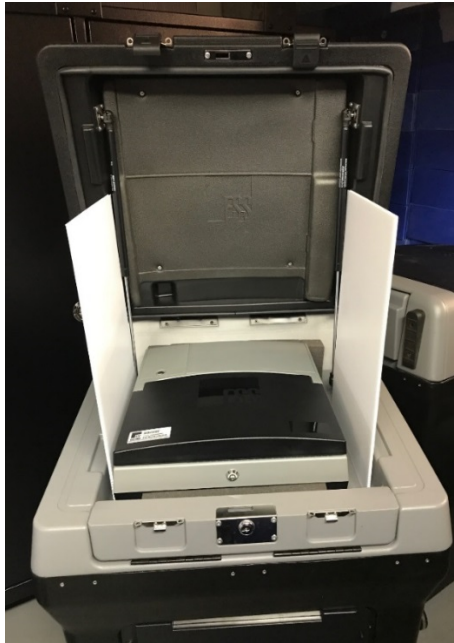
27. Two copies of the “Zero Report” will print. Separate the “Zero Reports” into two individual reports:
- Both chief judges sign both “Zero Reports.”
 - Attach the first copy of the “Zero Report,” along with the “Configuration Report” still attached, to the *Scanning Unit Opening Integrity Report*.
 - 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. Install privacy screens as indicated in below picture and demonstrated during training.



31. Install orange voter authority card (VAC) bag using provided hooks to side of scanning unit. VAC bag can be placed on either side of scanning unit or the side that best facilitates voting and VAC collection.



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.

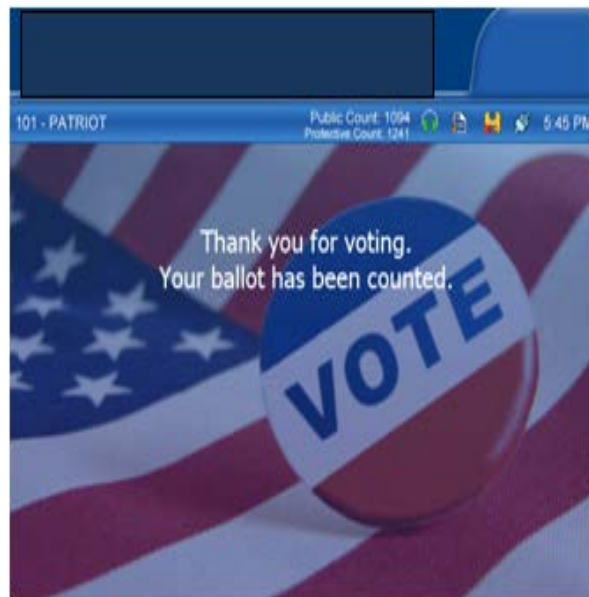


Trying to insert a ballot activation card into the bottom slot may cause a paper jam.

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 orange Voter Authority Card (VAC) bag attached to the scanning unit.

5. Collect the empty privacy sleeve from the voter or instruct the voter to put the privacy sleeve into the privacy sleeve bin.
6. Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.



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.



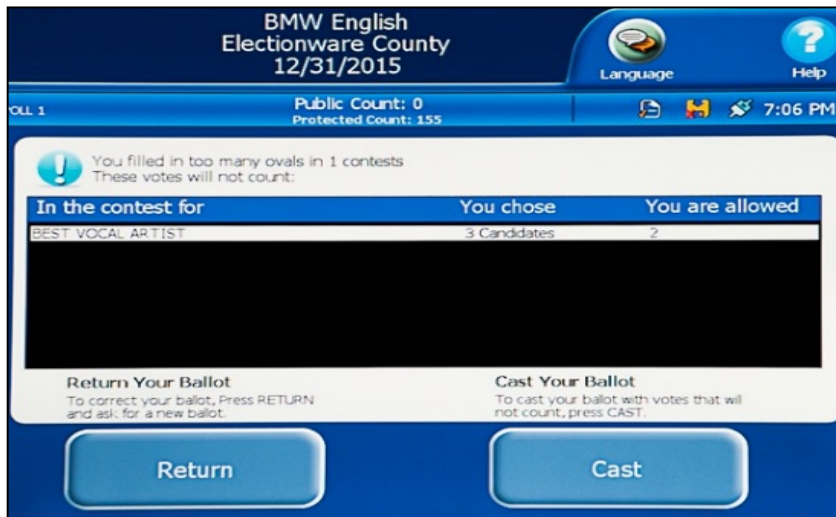
Do not allow a voter to leave the polling place with a voter authority card, ballot, ballot activation card, or privacy sleeve.

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 voter 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

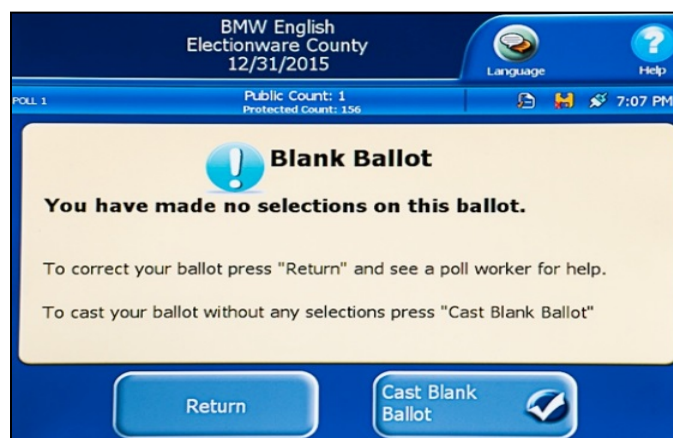
The scanning unit will accept ballots that contain undervoted contests without cautioning the voter.

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

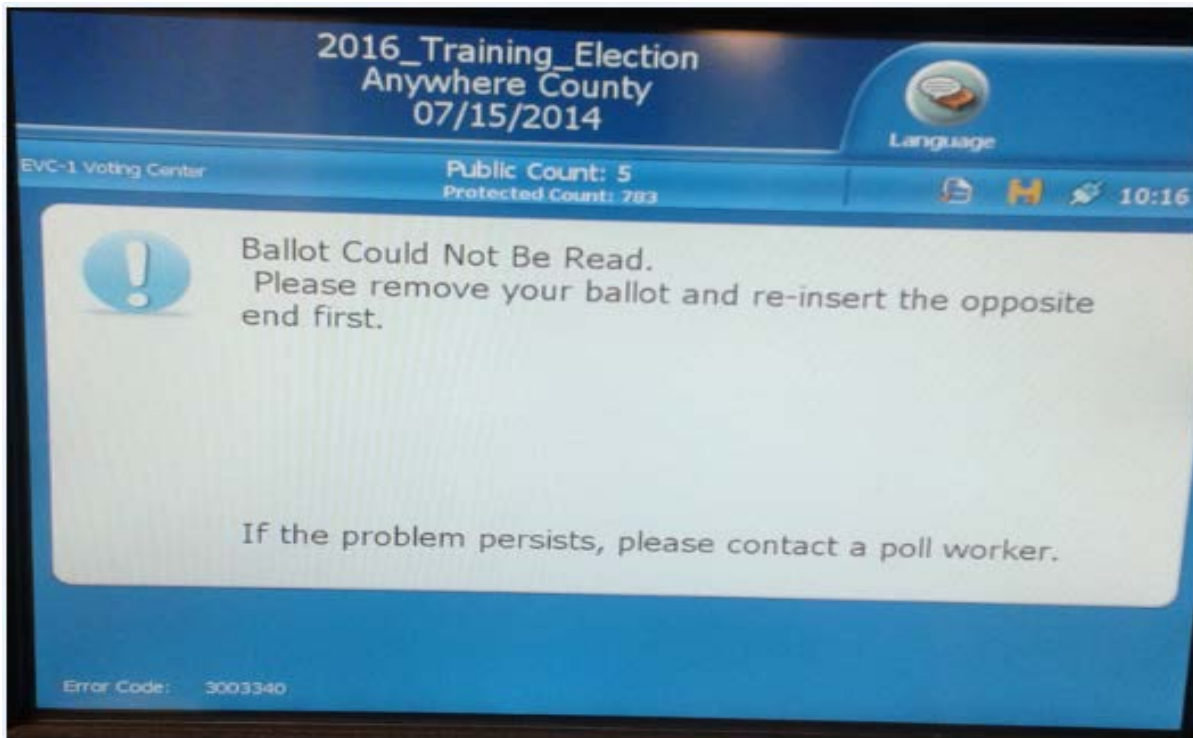
A blank ballot will cause the display screen to prompt the voter either to “Return” or “Cast Blank Ballot.”



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 or a designated voting judge by chief judge to assist voter with getting a replacement ballot.



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*.

Supplies needed to end the election:

- Round barrel, scanning unit and red keys on red lanyards
- Keys on blue lanyard to lock cart once packed
- *Scanning Unit Closing Integrity Report, Closing Summary Report and Ballot Closing Certificate*
- Cart tamper tape and seals for ballot transfer bin(s)
- Green, yellow and clear zipper bags
- *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log*
- *HCBOE Ballot Transfer Bin Transportation Log*

Closing the Emergency Ballot Compartment

At the direction of the chief judges, the following procedures are only to be completed when the last eligible voter in the polling place has completed the voting process.



Ballots that are placed in the emergency ballot compartment shall not be removed 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.

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



A

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

State of Maryland
Date: 6/26/2018

County: Howard
Dist/Pct: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampereage on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBQE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record
1							

	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES
1					

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____
 _____ 7 _____
 Republican Chief Judge Democratic Chief Judge

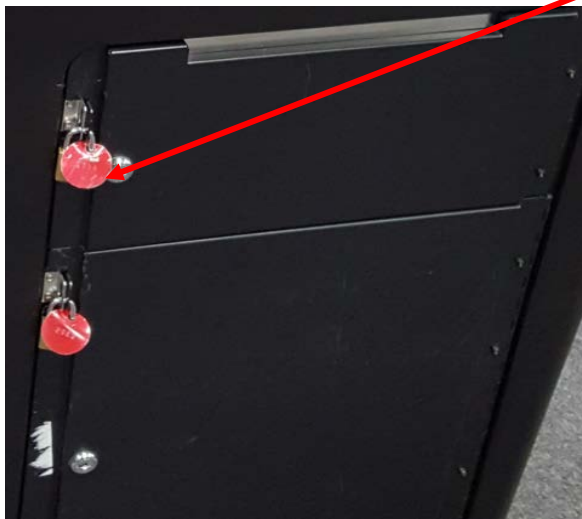
- Remove the security seal and unlock the emergency ballot compartment.
- Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**





Alert a chief judge if any ballots are found inside the emergency ballot compartment. If any ballots are found, 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.

4. Close and lock the emergency ballot compartment. Reattach original lock and verify lock number in column B of *Scanning Unit Closing Certificate*.



B

State of Maryland

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist./Prc: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 5589	Verify <input checked="" type="checkbox"/> 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/> AA04012700029972	Verify <input checked="" type="checkbox"/> 2161	Verify <input checked="" type="checkbox"/> 14-51397	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/> YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

Closing the Scanning Unit

1. Verify the lock number of the main ballot box in column C of the *Scanning Unit Closing Integrity Report*.



C

State of Maryland

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist./Prc: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 5589	Verify <input checked="" type="checkbox"/> 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/> AA04012700029972	Verify <input checked="" type="checkbox"/> 2161	Verify <input checked="" type="checkbox"/> 14-51397	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/> YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge _____ 7 _____ Democratic Chief Judge _____

2. Remove the lock and use the flat key to unlock and open the main ballot box.
3. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

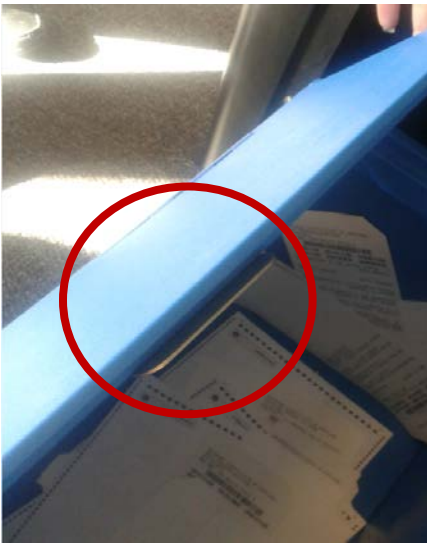


4. Use the strap handle to remove the ballot transfer bin.



5. 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.

6. After spoiled ballots have been counted and accounted for on *Ballot Closing Certificate*, place spoiled ballot envelope and ballot stubs within ballot transfer bin.
7. 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.



8. Use the flat key to lock both locks on the ballot transfer bin.



9. Account for unused ballots and ballot activation cards on *Ballot Closing Certificate*. Verify ALL unvoted ballots and ballot activation cards have been placed within white ballot divider box.
10. Place white ballot divider box within main ballot compartment of scanning unit(s). Close and use the flat key to lock the main ballot box.

Ballot Divider Box containing unused ballots and ballot activation cards



11. Reattach original lock to main ballot box and verify lock number in column D of *Scanning Unit Closing Integrity Report*.



D

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

State of Maryland
Date: 6/26/2018

County: Howard
Dist/Prc: 01-01 ELK RIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

To the best of my knowledge, the information on this page is true and accurate.

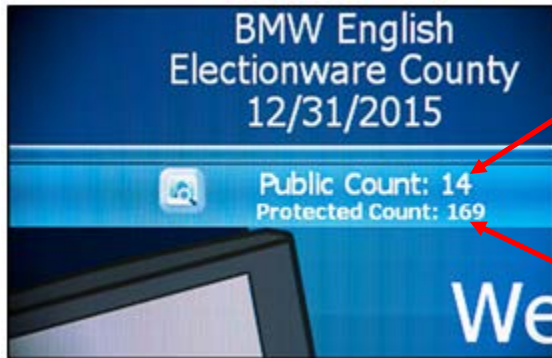
Assisting Judges:

Republican Chief Judge

7

Democratic Chief Judge

12. Record the final Public Count and Protected Count numbers in columns E and F on the *Scanning Unit Closing Integrity Report*.



E

F

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election
State of Maryland
County: Howard
Date: 6/26/2018
Dist/Prc: 01-01 ELKCRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

To the best of my knowledge, the information on this page is true and accurate.
Assisting Judges: _____
7

Republican Chief Judge Democratic Chief Judge

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



J

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election
State of Maryland
County: Howard
Date: 6/26/2018
Dist/Prc: 01-01 ELKCRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify ✓ 2269	Verify ✓ 2269	Verify ✓ 5589	Verify ✓ 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify ✓ AA04012700029972	Verify ✓ 2161	Verify ✓ 14-51397	Verify ✓	Verify ✓ YES

To the best of my knowledge, the information on this page is true and accurate.
Assisting Judges: _____
7

Republican Chief Judge Democratic Chief Judge

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



Scanning Unit Closing Integrity Report
2018 gubernatorial Primary Election

County: Howard State of Maryland
 Dist/Prec: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA Date: 5/26/2018
 Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tamper tape on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HC/DCK. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Record	Record	Record
1	2269	2269	5589	5589			

	H. REMOVED Scanning Unit Memory Stick-Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify ✓	Verify ✓	Verify ✓	Verify ✓	Verify ✓
1	AA04012700029972	2161	14-51397		YES

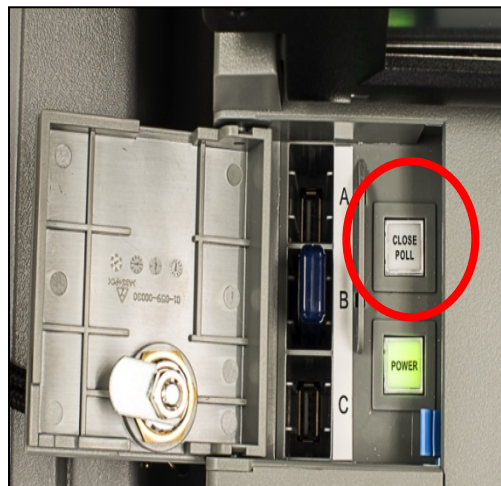
To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

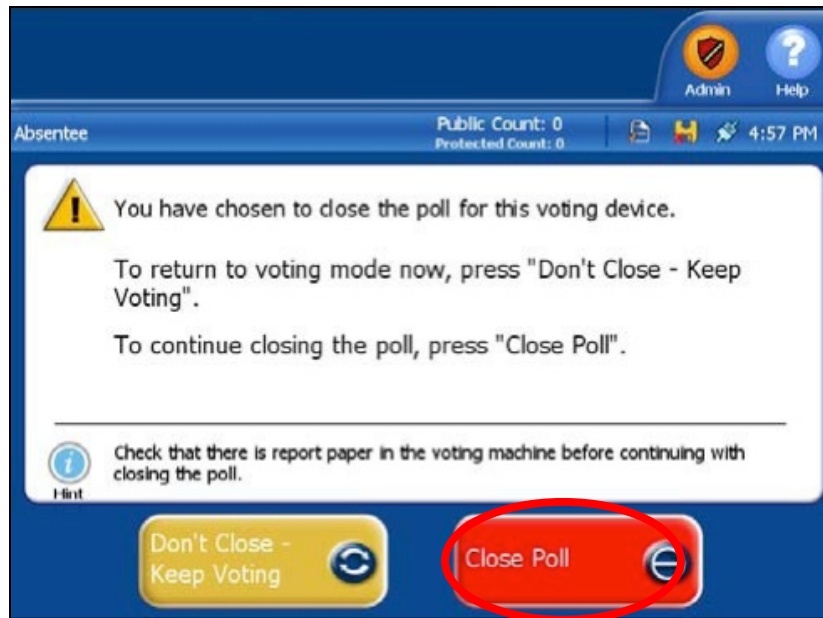
15. Use the round key to unlock and open the front access door.



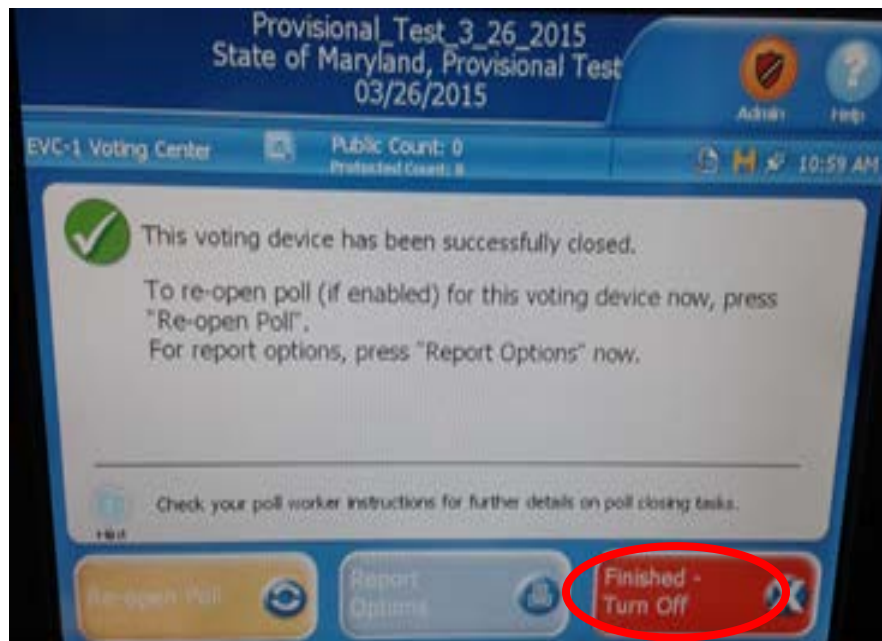
16. Push and hold down the “Close Poll” button for a second or two and release. The button will turn red.



17. 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.

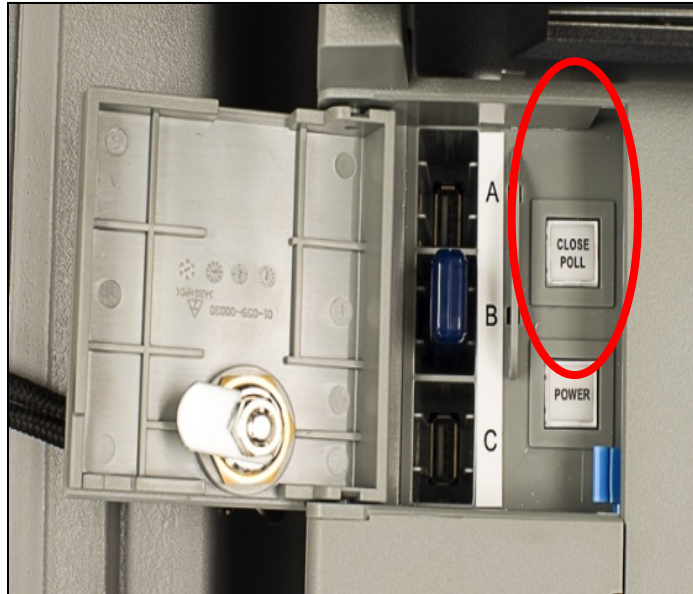


18. After the “Results Reports” have finished printing, the display screen reads “This voting device has been successfully closed.” Touch **“Finished – Turn Off”** button on the screen. Scanning unit powers off and **WAIT!**

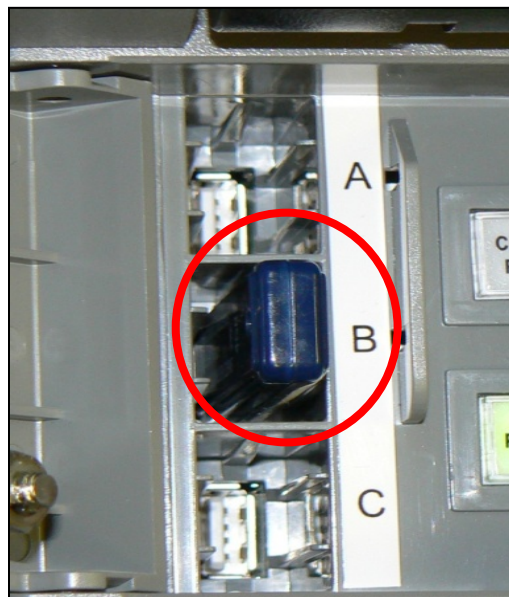


! Allow all lights in the front access door compartment and on the display screen to go completely dark. This process could take several minutes to complete.

19. Unplug the scanning unit from the power outlet.



20. After all the lights have gone dark, 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.



- Verify the memory stick serial number with column H of the *Scanning Unit Closing Integrity Report*.



State of Maryland

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

County: Howard Date: 6/26/2018

Dist/Prec: 01-01 ELKRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere tape on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
1	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 2269	Verify <input checked="" type="checkbox"/> 5589	Verify <input checked="" type="checkbox"/> 5589	Record	Record	Record

Scanning Unit #	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation Log
1	Verify <input checked="" type="checkbox"/> AA04012700029972	Verify <input checked="" type="checkbox"/> 2161	Verify <input checked="" type="checkbox"/> 14-51397	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/> YES

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

7

Democratic Chief Judge

- Deposit the memory stick into the clear zipper bag for transport to the Howard County Board of Elections main office by an assigned rover or closer.
- Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.



27. 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 30 for each scanning unit.

28. Apply red security seals that say “HC BOE BIN SEAL” on the front and rear sides of the ballot transfer bin lid. Record the seal numbers on the *HCBOE Ballot Transfer Bin Transportation Log* for each ballot transfer bin to be transported to the Howard County Board of Elections warehouse.



29. 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 by a Chief Judge to the Howard County Board of Elections (HCBOE) warehouse. For more detailed information refer to Chapter 14 – Final Election End Closing Activities.



30. Count the total number of voter authority cards (VACs) from the orange VAC bag for each scanning unit. Record the number of VACs in column G of the *Scanning Unit Closing Integrity Report*. Put the voter authority cards back into the orange VAC bag and secure with provided seal in bottom of bag. Give VAC bag to the chief judges for delivery to HCBOE warehouse.

Scanning Unit Closing Integrity Report
2018 Gubernatorial Primary Election

State of Maryland

County: Howard Date: 6/26/2018

Dist/Prc: 01-01 ELKBRIDGE LANDING MIDDLE SCH-CAFETERIA
Combined District/Precinct(s): 01-02

Reattach ALL locks removed during closing activities to their original location. Place removed tampere on back of this report.
 Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
 Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
 Complete all gray areas.

	A. Removed Emergency Ballot Comp. Lock #	B. Reattached Emergency Ballot Comp. Lock #	C. Removed Main Ballot Box Lock #	D. Reattached Main Ballot Box Lock #	E. Public Count	F. Protected Count	G. Number of VACs
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record	Record	Record
1	2269	2269	5589	5589			

	H. REMOVED Memory Stick Serial #	I. Reattached Scanning Unit Lid Lock #	J. Rear Access Door Tamper Tape # (Do Not Remove)	K. Removed Front Access Door Tamper Tape #	Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #s recorded on Ballot Bin Transportation Log
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1	AA04012700029972	2161	14-51397		YES

G

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges: _____

Republican Chief Judge

7

Democratic 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.



5. For more information on transfer cart packing and voting system transportation to HCBOE main office and warehouse, refer to Chapter 14 – Final Election End Closing Activities.