

## **Chapter 14 – Final Election End Closing Activities**

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## General Overview

Final tabulation of unofficial results will occur at the Howard County Board of Elections (HCBOE) main office. A designated HCBOE rover or closer will pick up and transport the polling place's clear zipper bag containing memory sticks and CF cards to the Board of Elections main office. A rover or closer will also pick up the polling place's provisional ballot bag(s) for delivery to the HCBOE main office.

Ballot transfer bins containing voted ballots, ballot stubs and spoiled ballot envelope are to be delivered to the HCBOE warehouse (not the main office – see provided maps at end of this chapter) by a chief judge along with other critical election items listed below. The transportation of ballot transfer bins, memory sticks and CF cards will be documented and accepted through a chain of custody arrangement detailed below and explained during training.

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## Final Transfer Cart Packing



Detailed packing picture(s) will be posted within each transfer cart. In addition, Chief judges will be provided a packing picture for items that are returned to the HCBOE Warehouse Election night.

Pack the following on the transfer cart:

- Ballot Marking Device (BMD) within original case along with keypad, headphones and power cord on transfer cart shelf;
- Grey tote(s) containing pollbook and printer cases and any other election items originally found within tote(s);
- Non-wheeled blue transfer case(s) containing printer and pollbook cases if provided;

- Wheeled blue transfer case(s) containing election supplies; i.e. election supply box, green and yellow zipper bags, clipboards, signage envelope, other supply boxes etc.
- ADA table in original box;
- ADA voting booth legs in original box;
- All other signage, provisional booths, extension cords, power strips and other election supplies as originally found in white election supply box.
- Voting booths in their respective blue boxes. A total of 4 voting booths may be secured to the top of transfer cart. Any voting booths that will not fit can be left outside transfer cart within their original boxes.



Use transfer cart key located on blue lanyard to finally lock cart with above contents. Apply tamper tape to doors of transfer cart(s) and record seal number(s) on *Ballot Closing Certificate*. Place blue lanyard keys in front pocket of Integrity Report and Payroll Binder labeled for that purpose.

### **Memory Stick and Compact Flash Card Transportation to HCBOE**

The following must be completed by chief judges (rover or closer may assist with closing activities and paperwork):


1. Pack all memory sticks from scanning unit(s) and ballot marking devices (BMDs) into clear zipper bag. **A MEMORY STICK MUST BE RETURNED FOR EACH SCANNING UNIT AND BMD, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**
2. In addition, all CF Cards (2 per pollbook) from pollbooks must be packed in clear zipper bag. **CF CARDS MUST BE RETURNED**

**FOR EACH POLLBOOK, INCLUDING THOSE NOT USED OR SHUT DOWN DURING THE DAY.**

- Seal clear zipper bag with ALL Memory Sticks and CF Cards.  
Complete “Section A: Polling Place” of *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log* as instructed below.

**HCBOE MEMORY STICKS/CF CARDS/PROVISIONAL TRANSPORTATION LOG**

HCBOE INITIALS: JW DIST/PREC: 01-01 LOCATION: Elkridge Middle Sch. - Cafeteria CHIEF INITIALS: **1**

SECTION A: POLLING PLACE – CHIEF JUDGES				
DATE: <b>2</b>	TIME: <b>: 3</b>	TRANSPORTED TO BOE	PROVISIONAL BAGS: <b>4</b>	
ALL MEMORY STICKS AND CF CARDS WERE PLACED IN CLEAR ZIPPER BAG AND SEALED WITH SEAL #: <b>7</b>			MEMORY STICKS: <b>5</b>	
RECORD PROVISIONAL BAG SEAL NUMBER(S) BELOW:			CF CARDS: <b>6</b>	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<b>13</b> Chief Judge Signature	 <p>RECIEVED BY TRANSPORTING HCBOE STAFF</p>		<b>15</b> Chief Judge Signature	
<b>14</b> Printed Name of Chief Judge			<b>16</b> Printed Name of Chief Judge	
<b>17</b> HCBOE Staff Signature			<b>18</b> Printed Name of HCBOE Staff	

Complete all grey boxes following the above numbered diagram:

- Chief judge initials;
- Date (June 26, 2018 or November 6, 2018);
- Time transported to HCBOE by Rover or Closer – The last item filled out as to when the Rover or Closer leaves the polling place with clear zipper bag;
- The number of provisional bags;
- The number of memory sticks;
- The number of CF Cards;
- Clear zipper bag seal number – The seal number used to seal the clear zipper bag;
- 12. Provisional bag seal numbers as needed;
- Chief judge signature;

14. Printed Name of chief judge;
15. Chief judge signature;
16. Printed Name of chief judge;
17. Transporting Rover or Closer signature;
18. Transporting Rover or Closer printed name.

4. When **ALL** memory sticks and CF cards have been collected, rover or closer will deliver completed *Transportation Log* and sealed clear zipper bag containing memory sticks and CF cards to the HCBOE Main Office. **DO NOT** place *Transportation Log* within sealed clear zipper bag.



Transportation Log's Section A: Polling Place must be completed by chief judges and rover or closer before leaving polling place.

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### **Provisional Ballot Bag(s) Transportation to HCBOE**

1. Verify provisional ballot bag(s) for your polling place are sealed and locked.
2. Rover or closer will receive and deliver to the HCBOE Main Office each sealed provisional ballot bag for the polling place.
3. Record the number of provisional ballot bags and their respective seal numbers on the *HCBOE Memory Sticks/CF Cards/Provisional Transportation Log* as indicated in the above pictured diagram on page 14.4.



Those polling places with more than one consolidation (more than one District/Precinct) will have 2 to 5 provisional ballot bags that rover or closer will receive and deliver to HCBOE.

## Ballot Transfer Bin(s) Transportation to HCBOE Warehouse

1. Return the following critical election items to the HCBOE's warehouse at 9515 Gerwig Ln, Columbia, MD 21046 (see maps at the end of this chapter):
  - A. Sealed ballot transfer bin(s) containing voted ballots;
  - B. Sealed orange Voter Authority Card (VAC) bag;
  - C. Integrity Report and Payroll Binder containing blue lanyard keys and completed paperwork;
  - D. Voting Judges Folder containing *Spoiled Ballot Tally Sheet*



Critical election items (**A-D**) are either orange or have an orange label. A picture of these items will be provided in the *Last Minute Information* folder received at supply pick up



One chief judge shall deliver ballot transfer bin(s), in addition to above items B-D to the HCBOE Warehouse. See map at end of this chapter for warehouse facility location. A map for directions from your polling place to the warehouse facility will be provided in last minute information materials.

2. Complete Section A: Polling Place of the *HCBOE Ballot Transfer Bin Transportation Log* as instructed below. The Ballot Bin Transportation Log will be used when transporting the ballot transfer bin(s), in addition to other election supplies listed in # 1 above to the HCBOE warehouse.

## HCBOE BALLOT TRANSFER BIN TRANSPORTATION LOG

HCBOE INITIALS: *JW* DIST/PREC: *07-01* LOCATION: *St. Agastines School - Gym* CHIEF INITIALS: **1**

SECTION A: POLLING PLACE			
DATE: <input style="width: 40px;" type="text" value="2"/>	TIME: <input style="width: 40px;" type="text" value="3"/> :	TRANSPORTED TO HCBOE	NO. OF BALLOT TRANSFER BINS: <input style="width: 40px;" type="text" value="4"/>
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN:</b>			
BIN #1 FRONT SEAL #: <input style="width: 60px;" type="text" value="5"/>	BIN #2 FRONT SEAL #: <input style="width: 60px;" type="text" value="7"/>	BIN #3 FRONT SEAL #: <input style="width: 60px;" type="text" value="9"/>	
BIN #1 BACK SEAL #: <input style="width: 60px;" type="text" value="6"/>	BIN #2 BACK SEAL #: <input style="width: 60px;" type="text" value="8"/>	BIN #3 BACK SEAL #: <input style="width: 60px;" type="text" value="10"/>	
<input style="width: 100%; height: 20px;" type="text" value="11"/> Chief Judge Signature	SHADED BOXES MUST BE COMPLETED BY CHIEF JUDGES AND TRANSPORTING JUDGE	<input style="width: 100%; height: 20px;" type="text" value="13"/> Chief Judge Signature	
<input style="width: 100%; height: 20px;" type="text" value="12"/> Printed Name of Chief Judge		<input style="width: 100%; height: 20px;" type="text" value="14"/> Printed Name of Chief Judge	
<b>SEALED BALLOT TRANSFER BINS TRANSPORTED TO HCBOE BY:</b>			
<input style="width: 100%; height: 20px;" type="text" value="15"/> Transporting Judge Signature		<input style="width: 100%; height: 20px;" type="text" value="16"/> Printed Name of Transporting Judge	
SECTION B: HCBOE			
DATE: <input style="width: 60px;" type="text"/>	TIME: <input style="width: 40px;" type="text"/> :	RECEIVED BY HCBOE STAFF	NO. OF BALLOT TRANSFER BINS: <input style="width: 40px;" type="text"/>
<b>RECORD SEAL NO.'S FOR EACH BALLOT TRANSFER BIN RECEIVED:</b>			
BIN #1 FRONT SEAL #: <input style="width: 60px;" type="text"/>	BIN #2 FRONT SEAL #: <input style="width: 60px;" type="text"/>	BIN #3 FRONT SEAL #: <input style="width: 60px;" type="text"/>	
BIN #1 BACK SEAL #: <input style="width: 60px;" type="text"/>	BIN #2 BACK SEAL #: <input style="width: 60px;" type="text"/>	BIN #3 BACK SEAL #: <input style="width: 60px;" type="text"/>	
<input style="width: 100%; height: 20px;" type="text" value="17"/> Transporting Judge Signature	SECTION B MUST BE COMPLETED BY HCBOE STAFF AND SIGNED BY RELEASING TRANSPORTING JUDGE	<input style="width: 100%; height: 20px;" type="text"/> HCBOE Staff Signature	
<input style="width: 100%; height: 20px;" type="text" value="18"/> Print Name of Transporting Judge		<input style="width: 100%; height: 20px;" type="text"/> Printed Name of HCBOE Staff	

WHITE COPY-HCBOE    YELLOW COPY-HCBOE    PINK COPY-TRANSPORTING JUDGE    GOLD COPY- PRECINCT CHIEF JUDGE

Complete all grey boxes following the above numbered diagram:

1. Chief judge initials;
2. Date (June 26, 2018 or November 6, 2018);
3. Time transported to HCBOE – The last item filled out as to when the transporting judge leaves the polling place;
4. The number of ballot transfer bins containing voted ballots, ballot stubs and the spoiled ballot envelope;
5. Ballot bin # 1 front seal number;
6. Ballot bin # 1 back seal number;
7. Ballot bin # 2 front seal number (if necessary);
8. Ballot bin # 2 back seal number (if necessary);
9. Ballot bin # 3 front seal number (if necessary);

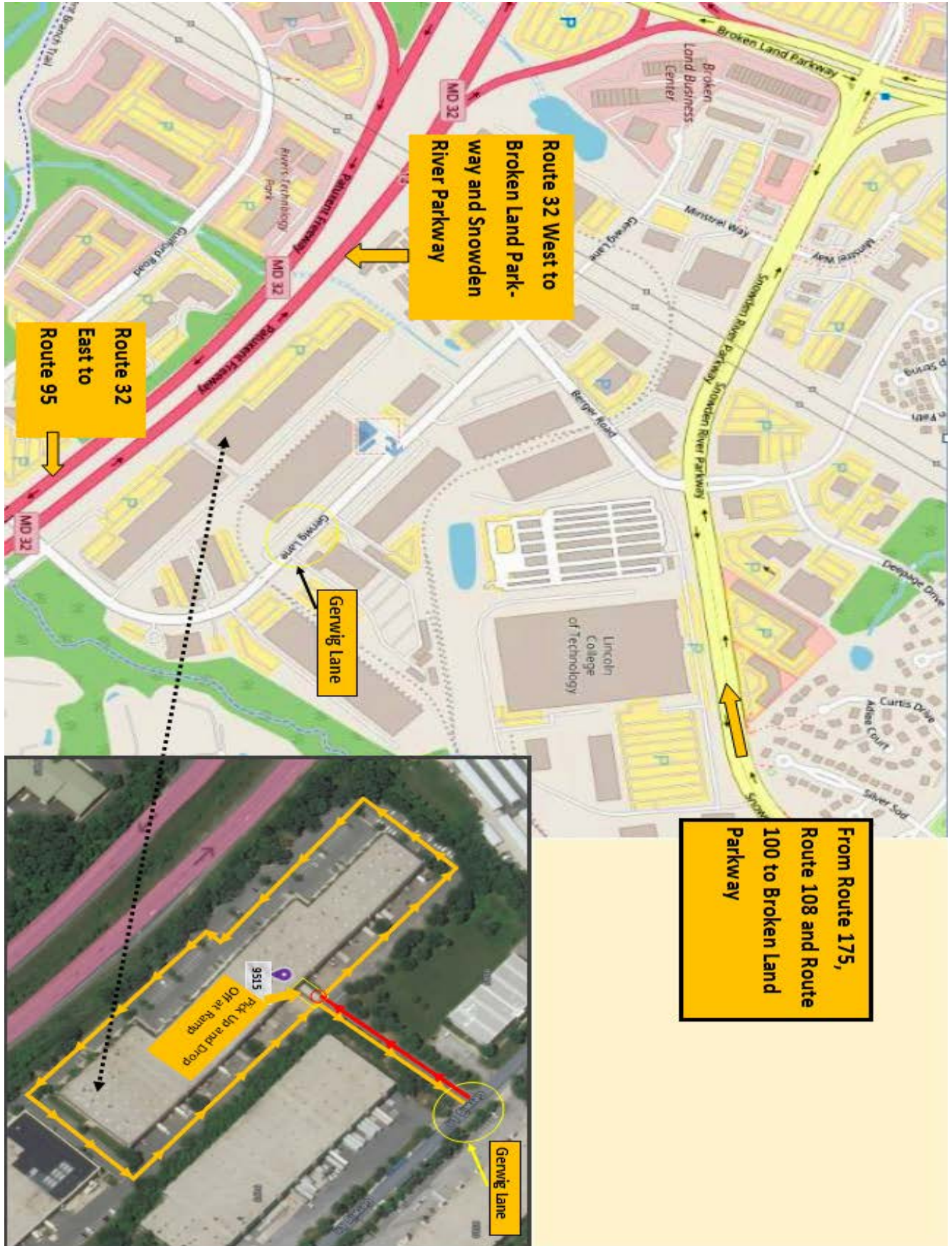
10. Ballot bin # 3 back seal number (if necessary);
11. Chief judge signature;
12. Printed Name of chief judge;
13. Chief judge signature;
14. Printed Name of chief judge;
15. Transporting judge signature;
16. Printed name of transporting judge;
17. Upon release of ballot transfer bin(s), transporting judge signature;
18. Upon release of ballot transfer bin(s), transporting judge printed name.



Transportation Log's *Section A: Polling Place* must be completed before leaving polling place. HCBOE Warehouse will not accept ballot transfer bin(s) without a completed Transportation Log.

3. When polling place is back to its original condition and transfer cart(s) has been packed/locked/sealed all election judges can be dismissed. Designated chief judge shall proceed to HCBOE warehouse with ballot transfer bin(s) and other critical election items outlined in # 1 above.
4. Transporting chief judge to HCBOE warehouse will be required to go back to polling place to retrieve missing ballot transfer bins. Rovers or closers will be responsible for the safe and successful delivery of memory sticks, CF cards and provisional ballot bag(s) to HCBOE main office.

# Area Map to HCBOE Warehouse



# HCBOE Warehouse Election Supply Drop Off Map

