



2012 Delivery & Collection (DC) Manual

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STATE OF HAWAII
OFFICE OF ELECTIONS
Scott T. Nago
Chief Election Officer
July 10, 2012

Team Assignment

This manual belongs to: _____

DC Team Number: _____

DC Chair: _____

Phone #: _____

Member: _____

Phone #: _____

DC Controller/Clerk's Representative:

Phone #: _____

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If you are unable to work on Election Day, please call:

Oahu	Office of Elections	453-VOTE (8683)
Hawaii	Office of the County Clerk	(808) 961-8277
Maui	Office of the County Clerk	(808) 270-7749
Kauai	Office of the County Clerk	(808) 241-4800

PRE-DELIVERY

ITEMS TO BE INVENTORIED IN THE MORNING PRIOR TO LEAVING:

PRIMARY GENERAL

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Clipboard with Route, Time and Load Schedule (RTLs) |
| <input type="checkbox"/> | <input type="checkbox"/> | Plastic Bag with 2 pens and Notification of Attempted Delivery stickers |

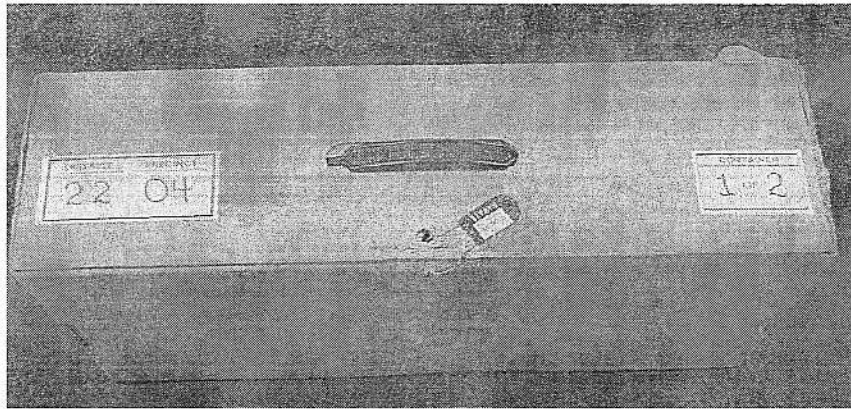
FOR EACH POLLING PLACE:

PRIMARY GENERAL

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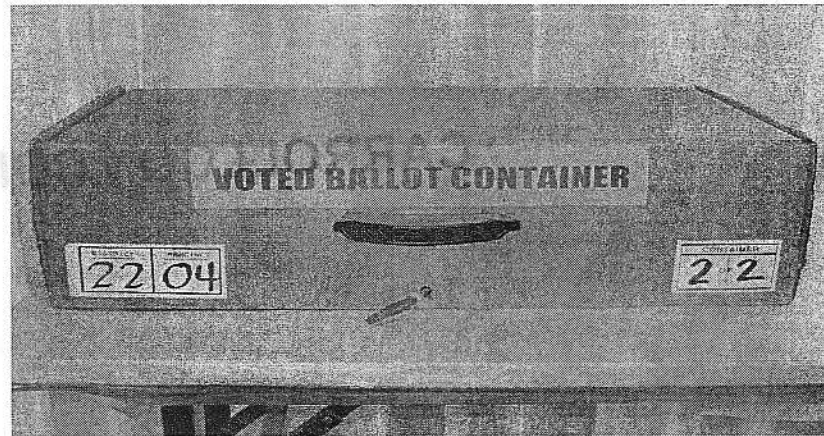
- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | BSCF (Ballot Seal Control Form) |
| <input type="checkbox"/> | <input type="checkbox"/> | BTC (Ballot Transport Container) – unissued ballots |
| <input type="checkbox"/> | <input type="checkbox"/> | VBC (Voted Ballot Container) – flat containers |
| <input type="checkbox"/> | <input type="checkbox"/> | DRE Machine (JBC) – white box (Judge's Booth Controller) |
| <input type="checkbox"/> | <input type="checkbox"/> | Precinct Can – sealed |
| <input type="checkbox"/> | <input type="checkbox"/> | Cellular Phone kit |
| <input type="checkbox"/> | <input type="checkbox"/> | Other supplies, if any |

BTC (Ballot Transport Container)

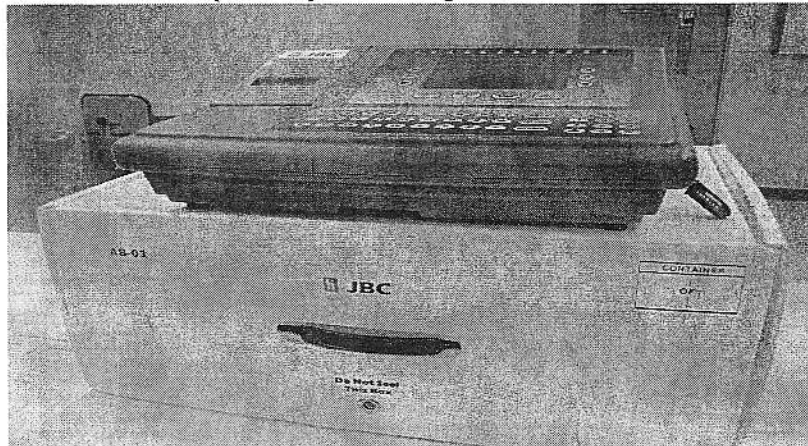


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VBC (Voted Ballot Container)



DRE Machine(JBC) - Judge's Booth Controller



MORNING DELIVERY

BEFORE YOU LEAVE EACH POLLING PLACE, CONFIRM YOU HAVE DELIVERED THE FOLLOWING ITEMS:

BE SURE YOU DELIVER THE PROPER SUPPLIES TO THE CORRECT POLLING PLACE!!!

PRIMARY GENERAL

 BSCF (Ballot Seal Control Form) – pink/yellow copy

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 BTC (Ballot Transport Container) – unissued ballots

 VBC (Voted Ballot Container) – flat containers

 DRE Machine (JBC) – white box
(Judge's Booth Controller)

 Precinct Can – sealed

 Cellular Phone kit

 Other supplies, if any

BALLOT SEAL CONTROL FORM:

- The Precinct Chair should verify the supplies and seals on the ballot seal control form.
- The Precinct Chair will return the form to you, **give them the pink and yellow copy.**
- You bring **back the WHITE COPY** of the form.

AFTER YOU HAVE COMPLETED YOUR DELIVERIES TO THE POLLING SITES:

- Hawaii, Maui, and Kauai:
 - Driver to contact their dispatcher to notify County Representative of team's return.
- Honolulu:
 - Call in to Control Center when you are ready to return to the Ballot Distribution Site.

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BALLOT COLLECTION

BEFORE YOU LEAVE YOUR POLLING PLACE, CONFIRM YOU HAVE THE FOLLOWING ITEMS:

PRIMARY GENERAL

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | BSCF (Ballot Seal Control Form) - pink & yellow copy |
| <input type="checkbox"/> | <input type="checkbox"/> | BTC (Ballot Transport Container) - unissued ballots |
| <input type="checkbox"/> | <input type="checkbox"/> | BTC (Ballot Transport Container) - empty |
| <input type="checkbox"/> | <input type="checkbox"/> | VBC (Voted Ballot Container) - voted ballots |
| <input type="checkbox"/> | <input type="checkbox"/> | VBC (Voted Ballot Container) – flat containers |
| <input type="checkbox"/> | <input type="checkbox"/> | DRE Machine (JBC) – white box
(Judge's Booth Controller) |
| <input type="checkbox"/> | <input type="checkbox"/> | VBO Printer with VBO Printer Box – black box |
| <input type="checkbox"/> | <input type="checkbox"/> | Memory Card - Red Envelope in the precinct can |
| <input type="checkbox"/> | <input type="checkbox"/> | Precinct Can CARROLLCOX.COM
confirm items in precinct can with Precinct Chair |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Precinct Can properly sealed and secured?
Can you lift the cover? |
| <input type="checkbox"/> | <input type="checkbox"/> | Steel Ballot Box, if any (Uncounted voted ballots) |
| <input type="checkbox"/> | <input type="checkbox"/> | Supply Box |
| <input type="checkbox"/> | <input type="checkbox"/> | Cellular Phone Kit
Does it contain the phone? |

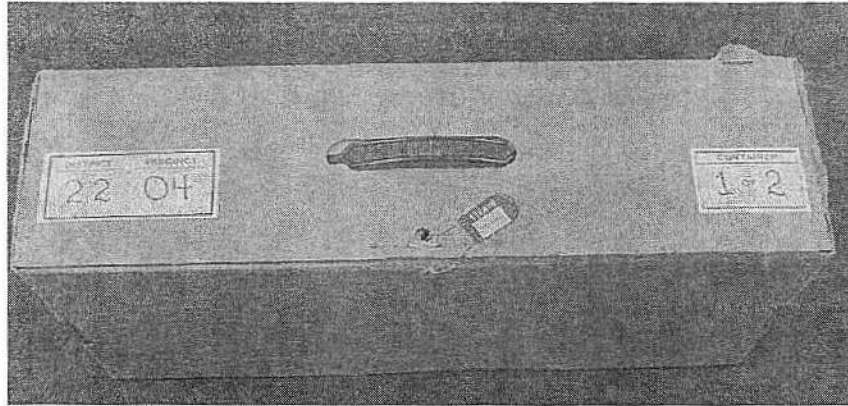
BALLOT COLLECTION

AFTER YOU HAVE COMPLETED YOUR PICK UP OF ELECTION SUPPLIES AT EACH POLLING SITE:

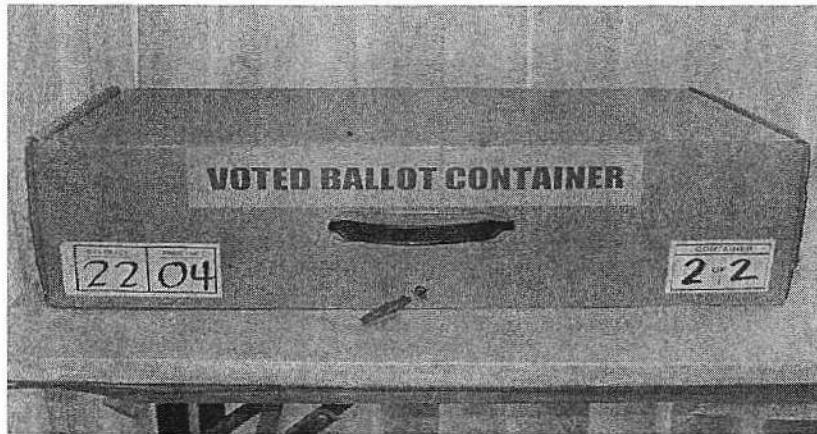
- Hawaii, Maui, and Kauai:
 - Driver to contact their dispatcher to notify County Representative of team's return.
- Honolulu: **CARROLLCOX.COM**
 - Call in to Control Center when you are ready to return to the Ballot Distribution Site.

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BTC (Ballot Transport Container)

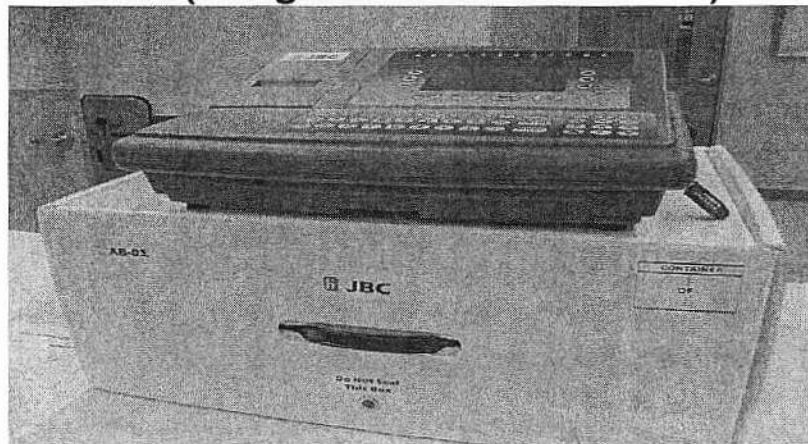


VBC (Voted Ballot Container)

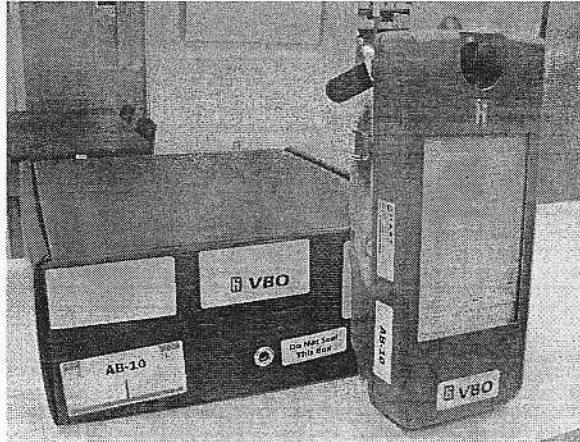


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JBC (Judge's Booth Controller)



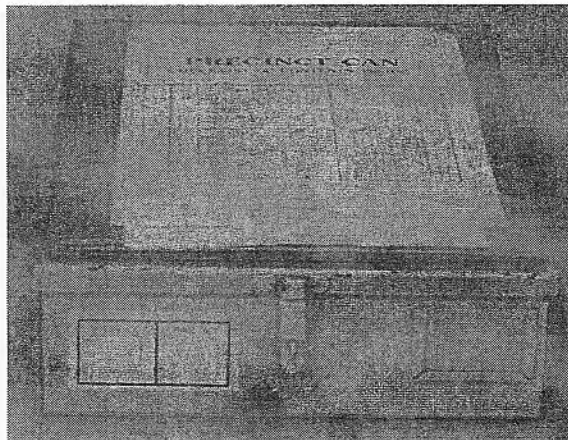
VBO PRINTER with VBO PRINTER BOX



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MEMORY CARD in Red Memory Card Envelope



PRECINCT CAN



2012 Delivery & Collection Official's Manual

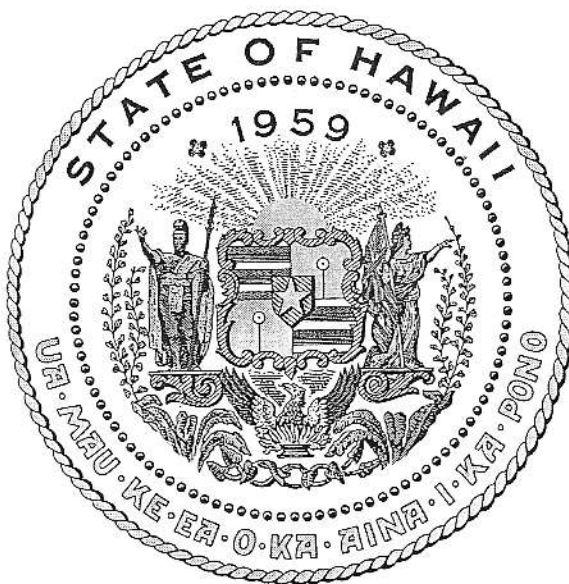
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This manual was prepared by:

State of Hawaii
Office of Elections
802 Lehua Avenue
Pearl City, Hawaii 96782

Scott T. Nago
Chief Election Officer



A MESSAGE FROM THE CHIEF ELECTION OFFICER

ALOHA!

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Thank you for serving as a Delivery & Collection (DC) Team Official in the 2012 Elections. Your generous help and cooperation enables us to conduct secure, open, and honest elections in the State of Hawaii.

As a Delivery & Collection (DC) Team Official, you are responsible for providing election day services to the voters of our state. We request you to study this manual carefully to learn our election procedures to ensure a fair, accessible, convenient election for all citizens, statewide.

If you need further assistance, please do not hesitate to contact the Office of Elections or the Office of the County Clerk at:

Hawaii.....	961-8277
Maui.....	270-7749
Kauai	241-4800
Honolulu	453-VOTE (8683)

Again thank you for serving as a Delivery & Collection (DC) Team Official. Your contribution to the State of Hawaii and to your community is greatly appreciated.

Sincerely,

SCOTT T. NAGO



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Reminders

PRIMARY ELECTION: Saturday, August 11, 2012

GENERAL ELECTION: Tuesday, November 6, 2012

- Remember to VOTE! Polls are open from 7:00 a.m. to 6:00 p.m.
- Study and learn the operating procedures in your manual.
Bring your manual with you on Election Day.
- Be alert to safety hazards. **CARROLLCOX.COM**
- The safety of all Delivery & Collection (DC) Team Officials is the responsibility of everyone.
- Wear something comfortable, covered shoes and bring jackets in case it gets cold.
- Bring a luggage cart and umbrella if you have one.
- Personal Cell Phones may not be used in the polling place.
- At the end of the day sign your "Payroll Authorization Sheet".

NOTES



DC Team Overview

Delivery & Collection (DC) Team Officials provide security for ballots and related election documents as they are transported between the Ballot Distribution Site, each polling place, and Counting Center on Election Day.

① Before morning deliveries, the DC Teams will meet at the Ballot Distribution Site and verify election supplies.

② An assigned driver will transport the DC Team to each polling place to deliver ballots and election supplies.

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③ After the DC Team has completed all deliveries listed on the Route, Time, and Load Schedule (RTLS) the assigned driver will transport the DC Team back to the Ballot Distribution Site. The Controller/Clerk's Representative will dismiss the DC Team until the ballot collection phase.

④ In the afternoon the DC Team will report to the Ballot Distribution Site for the Ballot Collection Phase. An assigned driver will transport the DC Team to each polling place to pick up voted ballots and other election supplies.

⑤ After collecting the voted ballots and election supplies, the assigned driver will transport the DC Team to Counting Center.

⑥ The DC Team will unload the unissued ballots, cellular phone and supply box to the Supply Collection and transfer custody of the voted ballots, precinct can and election supplies to the Receiving Team.

⑦ After transferring custody, the DC Team will report to the Controller/Clerk's Representative to sign the Payroll Authorization Sheet and be excused for the day.



Composition of a DC Team

Each DC Team consists of a Chairperson, Member, Driver, and Controller/Clerk's Representative.

DC Chair Responsibilities

- Coordinate and direct the activities of the DC Team;
- Provide security for the ballots and related election documents when in the custody of the DC Team;
- Complete deliveries and pick-ups as specified on your Route, Time, and Load Schedule (RTLS);
- Complete documentation of the Ballot Seal Control Form (BSCF) and Route, Time, and Load Schedule (RTLS) for all phases as required;
- Certify the sealing of the Ballot Transport Containers (BTC's), Voted Ballot Containers (VBC's) and Precinct Can(s). Make sure that the information is correctly recorded on the Ballot Seal Control Form (BSCF) before accepting or transferring custody of the ballots and related election documents.

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Member Responsibilities

- Assist the DC Chair to carry out the duties and responsibilities relating to delivery and collection activities;
- Provide security for the ballots and related election documents when in the custody of the DC Team;
- Witness and assist with the transfer of custody of ballots and related election documents; and
- Accompany the DC Chair, ballots, and election related documents at all times during delivery and collection activities.

DC Driver Responsibilities:

- Transport a DC Team to and from the Ballot Distribution Site, the polling places, and Counting Center;
- Provide security for items stored in the vehicle when the DC Team is delivering or picking up items from a polling place;
- Meet Route, Time, and Load Schedule (RTLS) requirements.

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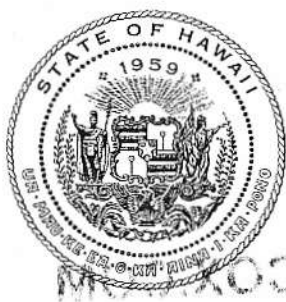
DC Controller Responsibilities (Oahu Teams Only):

- Supervise 10 to 12 DC Teams;
- Coordinate and direct the activities of the DC Team during the morning delivery and afternoon collection phase on Election Day;
- Assign specific duties to the DC Chair;
- Check DC Officials in for ballot delivery and collection;
- Assist the Ballot Operations Coordinator when teams arrive into Counting Center with the Unissued Ballots and Supply Box for Supply Collection and Voted Ballot Containers (VBC's) and Precinct Can(s) for Receiving Team; and
- Attend a training session, study the DC manual, and learn the duties of the DC team.

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Verifying Labels & Seals

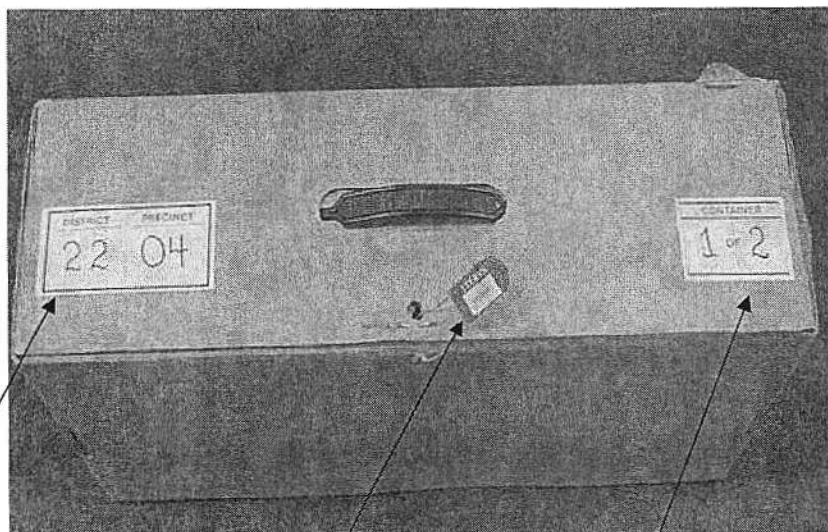
When verifying labels and seals on the Ballot Transport Container (BTC):

- the DC Chair will be responsible for verifying (documenting) the information on the Ballot Seal Control Form (BSCF); and
- the Member will be responsible for calling out the numbers on the labels.

BALLOT TRANSPORT CONTAINER (BTC)

A securable container used by the Chief Election Officer or the clerk to transport unvoted ballots

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LEFT LABEL

identifies the district and precinct number (i.e., "22-04" means district 22 and precinct 04)

SEAL

is a serially numbered non-reusable lock to secure the BTC, Precinct Can(s), and Voted Ballot Containers (VBC)

RIGHT LABEL

identifies the container number (i.e. "1 of 2" means the first BTC in a set of two BTC's for that precinct).

The Member will call out the label and seal information:

“BTC 22-04...Box 1 of 2...Seal Number 2453151”

The DC Chair will verify the information against the Ballot Seal Control Form (BSCF).

“BTC 22-04...Box 1 of 2...Check!”

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The Member will call out the label information until verification of all labels and seals is complete.

“BTC 22-04...Box 2 of 2...Seal Number 2455315”

The DC Chair will verify the information against the Ballot Seal Control Form (BSCF) until verification of all labels and seals is complete.

“BTC 22-04...Box 2 of 2...Check!”

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Morning Pre-Delivery

Step 1

Primary General

- Report to the Ballot Distribution Site no later than the time indicated on your Route, Time, and Load Schedule (RTLs);
- Obtain your identification badge and affix on clothing so that it is clearly visible; and
- Meet your team member at your assigned area (by DC Team number) to verify and pick up ballots and election related supplies.

NOTE: If your team member is late, inform your Controller/Clerk's Representative. Allow 15 minutes beyond the stated reporting "In" time indicated on the Route, Time, and Load Schedule (RTLs).

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Step 2

Primary General

DC Chair and Member ensure the following supplies are present at your area. If you are missing any of the supplies listed, see your Controller/Clerk's Representative immediately.



CLIPBOARD (with the following items)

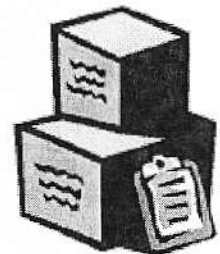
- RTLs (Route, Time, and Load Schedule);
- BSCF (Ballot Seal Control Forms) one for each polling place on your assigned route;
- Two (2) ball point pens; and
- Notification of Attempted Delivery Decals.

ELECTION RELATED SUPPLIES

- BTC (Ballot Transport Containers);
- VBC (Voted Ballot Containers);
- DRE Machine (JBC)– white box (Judge's Booth Controller)
- Precinct Can(s);
- Other supplies, if any. (cell phones, landlines – Maui)

NOTE: County of Hawaii Precinct Chair will receive cell phones prior to Election Day.

Lanai and Kualapuu will receive landline phones prior to election day.



Step 3

Primary

General

DC Chair and Member compare the "district/precinct" and "box of" labels on the Ballot Transport Containers (BTC's) and Precinct Can(s) ensuring that they match:

- 1) The "Dist/Prec" numbers on the Ballot Seal Control Form - WHITE copy;
- 2) The "Dist/Prec" numbers on your Route, Time, and Load Schedule (RTLS); and
- 3) The "BTC Number" on the Ballot Seal Control Form - WHITE copy.
 - ◆ If the labels match continue to the next step.
 - ◆ If the labels **do not** match, call your Controller/Clerk's Representative immediately.

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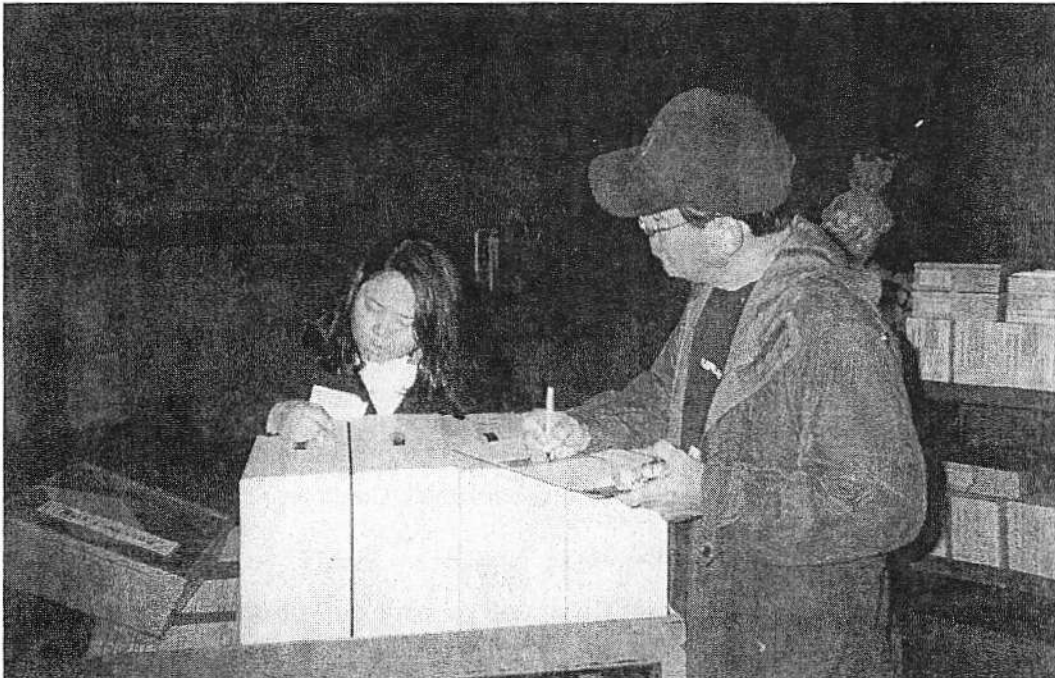
Step 4

Primary

General

DC Chair and Member compare the seal numbers on the Ballot Transport Containers (BTC's) and Precinct Can(s) with the "Original Seal No." recorded on the Ballot Seal Control Form – WHITE copy.

- ◆ If the seal numbers match continue to the next step.
- ◆ If the seal numbers **do not** match, call your Controller/Clerk's Representative immediately.



Step 5

Primary

General

DC Chair certify that the labels and seals on each Ballot Transport Container (BTC), DRE Machine (JBC) and Precinct Can is correct by initialing in the following areas:

- 1) The "DC Chair" section next to each "Original Seal No." on the Ballot Seal Control Form - WHITE copy; and
- 2) The "DC Chair" section next to the DRE machine and precinct can "Original Seal No." section on the Ballot Seal Control Form - WHITE copy.

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PHASE 1: BALLOT PACKING/DELIVERY						PHASE 3: POST-ELECTION REPORT			
Packed by:			Date:			1st Unissued Ballot Serial No.		New Seal Number	
Checked by:			Date:						
BTC Number	Amount Issued	Ballot Serial Numbers		Original Seal No.	Initials		1st Unissued Ballot Serial No.	New Seal Number	
		Beginning	Ending		DC Chair	Chair/VAO			
1	500	205501	206000	2008001	MM	R.T.	LEAVE THIS SECTION BLANK COMPLETE ONLY ON PINK COPY		
2	500	206001	206500	2008002	MM	R.T.			
DC Arrival Time 5:45 a.m.		Precinct Can		2100881	MM	R.T.			
		Precinct Can		2100882	MM	R.T.			
		DRE Machine (JBC)		2100892	MM	R.T.			
Precinct Chair/VAO		VBO Printer 1		2100901					
		Memory Card		2100950					

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Verify that the seals on the Ballot Transport Containers (BTC's) and Precinct Can(s) are properly secured.

- 1) Pull down firmly on each of the seals to ensure that they are "locked" and cannot be removed without cutting it off.
- 2) Check the latches on each of the Precinct Can(s) to ensure that each latch is over the "catch" section of the lid. The latch secures the Precinct Can so that the lid cannot be opened.
 - ◆ If the seals are properly secured, continue to the next step.
 - ◆ If the seals are not properly secured, ensure that they are locked properly.

Alert the DC Controller/Clerk's Representative if unable to seal/lock properly.



Morning Delivery

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Step 1

Primary

General

- **LOAD**

Load the Ballot Transport Containers (BTC's), DRE Machine (JBC) and Precinct Can(s) into your assigned vehicle. Load the supplies for the first polling place **LAST**. When you arrive at your first polling place your supplies will be at the top and ready to be taken out.

- **DEPART**

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Obtain permission from your Controller/Clerk's Representative to start the deliveries and go to your scheduled destinations in the order listed on your Route, Time, and Load Schedule (RTLs).

DO NOT LEAVE UNTIL YOU RECEIVE PERMISSION



Step 2	Primary <input type="checkbox"/> General <input type="checkbox"/>
---------------	---

When your team arrives at the polling place record your arrival time on the Ballot Seal Control Form (BSCF) in the "DC Arrival Time" section; and on the Route, Time, and Load Schedule (RTLS).

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PHASE 1: BALLOT PACKING/DELIVERY							PHASE 3: POST-ELECTION REPORT	
Packed by:				Date:			1st Unissued Ballot Serial No.	New Seal Number
Checked by:				Date:				
BTC Number	Amount Issued	Ballot Serial Numbers		Original Seal No.	Initials			
		Beginning	Ending		DC Chair	Chair/VAO		
1	500	205501	206000	2008001	<i>MM</i>	<i>R.T.</i>	LEAVE THIS SECTION BLANK COMPLETE ONLY ON PINK COPY	
2	500	206001	206500	2008002	<i>MM</i>	<i>R.T.</i>		
DC Arrival Time 5:45 a.m.		Precinct Can		2100881	<i>MM</i>	<i>R.T.</i>		
Precinct Chair/VAO		Precinct Can		2100882	<i>MM</i>	<i>R.T.</i>		
		DRE Machine (JBC)		2100892	<i>MM</i>	<i>R.T.</i>		
Precinct Chair/VAO		VBO Printer 1		2100901	<i>MM</i>	<i>R.T.</i>		
		Memory Card		2100950	<i>MM</i>	<i>R.T.</i>		

Step 3

Primary General

TRANSFER CUSTODY

Transfer custody of the Ballot Transport Containers (BTC's), DRE Machine (JBC) and Precinct Can(s), Cellular Telephone Kit (if applicable), and any other election supplies to the Precinct Chair and proceed to Step 4.

- If no one is present at the precinct by the designated time, place a "Notification of Attempted Delivery Decal" (See Appendix E) in a prominent location and go to the next polling place listed on your Route, Time, and Load Schedule (RTLs).
- Note on your Route, Time, and Load Schedule (RTLs) that you left a "Notification of Attempted Delivery" decal and notify Control Center of the situation at your next polling place.

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Step 4

Primary General

PRECINCT CHAIR TO VERIFY LABELS AND SEAL NUMBERS:

- BTC (Ballot Transport Containers)
- JBC (Judges Booth Controller)
- Precinct Cans

Step 5

Primary General

Politely ask the Precinct Chair to verify the labels and seal numbers on the Ballot Transport Containers (BTC's), DRE Machine (JBC) and Precinct Can(s) against the Ballot Seal Control Form (BSCF) to ensure that the correct items are being transferred.

The DC Team shall wait at the polling place until the Precinct Chair completes his/her verification of supplies being transferred.

If the Precinct Chair finds any discrepancies in the labels or seal numbers, the **DC Chair** will:

- Call Control Center immediately; and
- Record the correct seal number(s) on the Ballot Seal Control Form (BSCF) (White, copy 1) and initial next to the correction.

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PHASE 1: BALLOT PACKING/DELIVERY						PHASE 3: POST-ELECTION REPORT			
Packed by:			Date:			1st Unissued Ballot Serial No.		New Seal Number	
Checked by:			Date:						
BTC Number	Amount Issued	Ballot Serial Numbers		Original Seal No.	Initials				
		Beginning	Ending		DC Chair	Chair/VAO			
1	500	205501	206000	2008001	MM	R.T.			
2	500	206001	206500	2008002	MM	R.T.			
DC Arrival Time 5:45 a.m.		Precinct Can		2100881	MM	R.T.			
		Precinct Can		2100882	MM	R.T.			
		DRE Machine (JBC)		2100892	MM	R.T.			
Precinct Chair/VAO		VBO Printer 1		2100901	MM	R.T.			
		Memory Card		2100950	MM	R.T.			

LEAVE THIS SECTION BLANK
COMPLETE ONLY ON PINK COPY

Step 6

Primary

General

Remove the Ballot Seal Control Form - WHITE copy and attach it to your clipboard.

- Give **ALL** colored copies of the Ballot Seal Control Form (BSCF) (PINK & YELLOW) to the Precinct Chair before leaving the polling place.
- All white copies of the Ballot Seal Control Form (BSCF) will be submitted to your Controller/Clerk's Representative at the end of the day.

WARNING:

If your team fails to leave the colored copies with the Precinct Chair your team will be sent back to the precinct to deliver the BSCF's.

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Step 7

Primary

General

Record your departure time on your Route, Time, and Load Schedule (RTLs) and go to the next polling place listed on your Route, Time, and Load Schedule (RTLs) and repeat steps 2 through 7.

- Should you need to deviate from your Route, Time, and Load Schedule (RTLs) note the time and reason on the Route, Time, and Load Schedule (RTLs) and call Control Center immediately.
- After you have completed your pick up of election supplies at each polling site:

HAWAII, MAUI and KAUI – the Driver will contact their Dispatcher to notify the Clerk's Representative of the team's return.

HONOLULU – Call in to Control Center when you are ready to return to the Ballot Distribution Site.
- The vehicle will return directly to the Ballot Distribution Site. Be sure you learn where to report for the Ballot Collection Phase.



Ballot Collection

Step 1

Primary

General

- DC Chair, Member, and Driver meet at the designated area no later than the time listed on your Route, Time, and Load Schedule (RTLS);
- Obtain your clipboard and affix your I.D. badge on your clothing so that it is clearly visible; and
- Review responsibilities and procedures with your teammate.

WARNING:

Do not make special arrangements with your driver to be picked up at an alternative site.

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Step 2

Primary

General

Obtain permission from your Controller/Clerk's Representative to leave for the first polling place listed on your Route, Time, and Load Schedule (RTLS).

DO NOT LEAVE UNTIL YOU RECEIVE PERMISSION

Follow the pick-up schedule as specified in the "Ballot Collection" section on your Route, Time, and Load Schedule (RTLS). The order may be different from the morning delivery, so carefully check the times listed.

Step 3 Primary General

Arrive at the first polling place **no earlier** than 6:05 p.m. If a polling place is not closed by 6:05 p.m., or for any other delays, call your Controller/Clerk's Representative immediately.

NOTE: Oahu teams arrive at your polling place **no earlier** than 6:15 p.m.

Report to the Precinct Chair upon arrival at the polling place. If the Precinct Chair is not ready to release custody of the election documents notify Control Center of the delay.

Step 4 Primary General

Ask the Precinct Chair for the Ballot Seal Control Form (BSCF).

Record your team's arrival time at the polling place on the BSCF, Phase 2, Ballot Collection in the "DC Team Arrival Time" box and on your Route, Time, and Load Schedule (RTLS).

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PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>		Emergency Ballot Bin Seal No.	
Ballot Box Seal No. 10025886		MODX001077AS	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1 2112501	VBC 2 2112502	VBC 3	VBC 4
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
Last Voter Signature:		Diff. Pty. Off:	
Prec. Chair:		DC Member: Minnie Mouse	
DC Chair: Mickey Mouse			

Step 6

Primary General

Verify that there are no voted ballots in the back of the eScan ballot box. If ballots are found, ask the Precinct Chair to place the voted ballots into a **Voted Ballot Container (VBC)**.

The seal numbers will be recorded on the BSCF – PINK copy, Phase 2:Ballot Collection “Verification of Seal Number(s)” section.

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Step 7

Primary General

The DC Chair and Member shall verify that the Voted Ballot Container (VBC) seal numbers are properly recorded on the Ballot Seal Control Form - PINK copy. Ensure that the seal numbers appear in the correct “Container” section on the form.

The Member shall call out the Voted Ballot Container (VBC) seal numbers as the DC Chair verifies the seal numbers on the Ballot Seal Control Form (BSCF).



VBC 1 of 3 ... Seal Number 1254631
VBC 2 of 3 ... Seal Number 1254331
VBC 3 of 3 ... Seal Number 1254889

If any seal number does not correspond with the information on the Ballot Seal Control Form (BSCF), inform the Precinct Chair of the error and have the Precinct Chair correct the mistake and initial next to the correction.

CONTINUED ON NEXT PAGE

Verify that the Emergency Ballot Bin does not contain any uncounted voted ballots. The emergency ballot bin is located inside the eScan ballot box.

If uncounted voted ballots are found, the PRECINCT CHAIR will:

- Take the uncounted voted ballots out and place them into an empty Ballot Transport Container (BTC) and label it "Uncounted Voted Ballots"; and
- Write the seal numbers on the Ballot Seal Control Form - PINK copy in the "Counting Center Operations" Comments section.

NOTE: Do not place the uncounted voted ballots into a Voted Ballot Container (VBC) because it may be mistaken for VOTED BALLOTS.

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If uncounted voted ballots are found, the DC TEAM will:

- Note the occurrence on the Route, Time, and Load Schedule (RTLIS); and
- Verify the seal numbers on the Ballot Seal Control Form - PINK copy in the "Counting Center Operations" Comments section.
- Transport the Ballot Transport Container (BTC) labeled and containing "**Uncounted Voted Ballots**" to Counting Center.

PHASE 5: COUNTING CENTER OPERATIONS - BALLOT COLLECTION		STEEL BALLOT BOX
Receiving Team Official	Time Received:	Ballot Box Seal
Receiving Team Official	Official Observer:	1253678
Comments:		Lid Lock Seal
<div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <i>Uncounted Voted Ballots: Seal Number 1255421</i> </div>		1257469

Step 7, continued

Primary General

ALL Voted Ballot Containers (VBC's) assembled and flat must be returned to Counting Center.

PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>			
Ballot Box Seal No. 10025886		Emergency Ballot Bin Seal No.	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1	VBC 2	VBC 3	VBC 4
2112501	2112502		
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
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Last Voter Signature:			
Prec. Chair:		Diff. Pty. Off:	
DC Chair: <i>Mickey Mouse</i>		DC Member: <i>Minnie Mouse</i>	

Step 8Primary General

Verify the DRE Machine (JBC) number on the BSCF, Phase 2: Ballot Collection "Verification of Seal Number(s)" DRE Machine section. **DO NOT CUT THE SEAL.**

Verify the VBO Printer number(s) on the BSCF, Phase 2: Ballot Collection "Verification of Seal Number(s)" VBO Printer section. If there is more than 1 VBO printer, be sure to verify the number on each VBO. **DO NOT CUT THE SEAL.**

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PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>			
Ballot Box Seal No. 10025886		Emergency Ballot Bin Seal No.	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1 2112501	VBC 2 2112502	VBC 3	VBC 4
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
Last Voter Signature:			
Prec. Chair:		Diff. Pty. Off:	
DC Chair: Mickey Mouse		DC Member: Minnie Mouse	

Step 9

Primary

General

Verify that the seal on the eScan's MBB compartment door has been cut and that the Memory Card (MBB) has been taken out and placed into the Precinct Can.

If the Memory Card is in the eScan MBB compartment, ask the Precinct Chair to remove the Memory Card and place it into the Precinct Can.

WARNING:

Ensure that the Memory Card is taken out of the eScan MBB Compartment.

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Step 10

Primary

General

The DC Team and the Precinct Chair shall verify the contents of the Precinct Can aloud.

- If the Precinct Can was sealed prior to your inspection, ask the Precinct Chair to cut the seal.
- The Precinct Chair and Voter Assistant Official (of a different political party from the chair) will read the Precinct Can Inventory Checklist aloud while the DC Team checks off the items.
- Ask the Precinct Chair to put items **NOT** on the Precinct Can Inventory Checklist into the Supply Box.
- After verifying the contents of the Precinct Can, the DC Team will sign the Precinct Can Inventory Checklist and take the Checklist to Counting Center.

WARNING:

Ensure that your team verifies the contents of the Precinct Can. If any item is missing, your team will be sent back to the precinct to retrieve the items.

Step 11Primary General

After verifying the contents of the Precinct Can, the Precinct Chair and a Precinct Official of a different party will secure the Precinct Can with a seal and record the seal numbers on the Ballot Seal Control Form (BSCF) - PINK copy.

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The DC Team shall verify that the seal numbers on the BSCF - PINK copy, Phase 2;Ballot Collection, "Verification of Seal Number(s)" in the Precinct Can section are correct.

PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>			
Ballot Box Seal No. 10025886		Emergency Ballot Bin Seal No.	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1 2112501	VBC 2 2112502	VBC 3	VBC 4
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
Last Voter Signature:			
Prec. Chair:		Diff. Pty. Off:	
DC Chair: <i>Mickey Mouse</i>		DC Member: <i>Minnie Mouse</i>	

Step 12

Primary

General

The DC Chair shall ask the Precinct Chair if there is a "Steel Ballot Box" to be transported to Counting Center.

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If a "Steel Ballot Box" needs to be transported back to Counting Center the DC team will:

- Verify the seal number on the Ballot Seal Control Form - PINK copy Phase 2:Counting Center, Steel Ballot Box section; and
- transport the Steel Ballot Box to Counting Center.

If there are no seal numbers written on the Ballot Seal Control Form - PINK copy, the DC team shall ask the Precinct Chair to record the seal numbers onto the form.

PHASE 5: COUNTING CENTER OPERATIONS - BALLOT COLLECTION		STEEL BALLOT BOX
Receiving Team Official	Time Received:	Ballot Box Seal
Receiving Team Official	Official Observer:	1253678
Comments:		Lid Lock Seal
<i>Uncounted Voted Ballots: Seal Number 1255421</i>		1257469

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DC Team verifying VBC's are accounted for and properly sealed.

Step 13

Primary

General

Check that the Voted Ballot Containers (VBC's) are properly secured before accepting custody.

- Pull down on each seal to ensure that it is "locked" and cannot be removed without cutting the seal off.

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- If the Voted Ballot Containers (VBC's) are not properly secured ask the Precinct Chair to lock the seal properly.

Step 14Primary General

The Precinct Chair and Precinct Official (of a different political party) will certify transfer of custody of the voted ballots, DRE voting machine and Precinct Can by signing the Ballot Seal Control Form - PINK copy.

The DC team shall certify the seal numbers and transfer of custody by signing the Ballot Seal Control Form - PINK copy, Phase 2; Ballot Collection in the "DC Chair" and "Member" sections.

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PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>			
Ballot Box Seal No. 10025886		Emergency Ballot Bin Seal No.	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1 2112501	VBC 2 2112502	VBC 3	VBC 4
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
Last Voter Signature:			
Prec. Chair:		Diff. Pty. Off:	
DC Chair: Mickey Mouse		DC Member: Minnie Mouse	

Step 15

Primary

General

The DC Chair and Member shall verify that the Ballot Transport Container (BTC) seal numbers are properly recorded on the Ballot Seal Control Form – PINK copy, Phase 3: POST-ELECTION REPORTS, “New Seal Number” for the unissued ballots.

The Member shall call out the Ballot Transport Container (BTC) seal numbers as the DC Chair verifies the seal numbers on the form in the “New Seal Number” section.

If the BTC is empty, it will be noted as “Empty” in the “1st Unissued Ballot Serial No.” column. If the BTC is unopened, it will be noted as “Unopened” with the original serial number recorded in the “New Seal Number” column.



BTC 1 of 2 ... Empty
BTC 2 of 2 ... Seal Number 1254789

If any seal number does not correspond with the information on the Ballot Seal Control Form (BSCF), inform the Precinct Chair of the error and have the Precinct Chair correct the mistake and initial next to the correction.

EMPTY Ballot Transport Containers (BTC's) remain at the polling place for later pick-up

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Step 16

Primary

General

On the Ballot Seal Control Form, Phase 4: Supply Collection:

- verify the No. of BTC (should match the number of BTC you are taking custody of from the Precinct Chair)
- verify the No. of Supply Box
- verify the No. of Telephone
- the No. of Seals Returned section is completed

Step 17Primary General **TRANSFER CUSTODY**

The Precinct Chair and Precinct Official (of a different political party) will certify transfer of custody of the unissued ballots (BTC), supply box and telephone by signing the Ballot Seal Control Form - PINK copy.

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The DC team shall certify the number of items and seal numbers and transfer of custody by signing the Ballot Seal Control Form - PINK copy, Phase 4; Supply Collection Report in the "DC Chair" and "Member" sections.

PHASE 4: SUPPLY COLLECTION REPORT	
We hereby attest that the information contained in Phase 3 is true and correct.	
Prec. Chair: <i>R. C. O.</i>	Diff. Pty. Off.: <i>T. Tanaka</i>
DC Chair: <i>B. Berry</i>	DC Member: <i>M. Monroe</i>
No. of BTC: 3	No. of Telephone: 1
No. of Supply Box: 1	No. of Seals Returned: 4
SUPPLY COLLECTION TEAM	
Collection Official	Collection Official

Step 19 Primary General

Record the departure time from the polling place on the Ballot Seal Control Form (BSCF) in the "DC Team Departure Time" section of Phase 2: Ballot Collection and on the Route, Time, and Load Schedule (RTLS);

PHASE 2: BALLOT COLLECTION			
DC Arrival Time: 6:39 p.m.		DC Departure Time: 6:52 p.m.	
I hereby certify the ballot box and emergency ballot bin were empty when locked:			
First Voter Signature: <i>J. Cruz</i>			
Ballot Box Seal No. 10025886		Emergency Ballot Bin Seal No.	
VERIFICATION OF SEAL NUMBER(S)			
VBC 1 2112501	VBC 2 2112502	VBC 3	VBC 4
VBC 5	VBC 6	VBC 7	VBC 8
DRE Machine (JBC) 2100892		Precinct Can 2112651 2112671	
VBO Printer 1 2100901		VBO Printer 2	
We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Containers above. We further attest that nothing else was added or removed and the above seals were affixed.			
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Last Voter Signature:			
Prec. Chair:		Diff. Pty. Off:	
DC Chair: Mickey Mouse		DC Member: Minnie Mouse	

Step 20 Primary General

- The Ballot Seal Control Form - PINK copy should be inserted into the plastic ziplock envelope on the **FIRST** Voted Ballot Container (VBC).
Note: County of Maui – Pink copy will be inserted into plastic ziplock on Precinct Can.
- The Ballot Seal Control Form - YELLOW copy should be inserted into the plastic ziplock envelope on the **LAST** Ballot Transport Container (BTC).

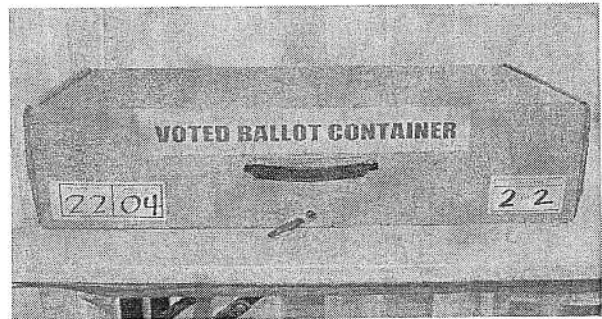
NOTE: County of Kauai will place both PINK COPY and YELLOW COPY of the Ballot Seal Control Form in the plastic "Ziploc" on the lid of the Precinct Can.

Step 21

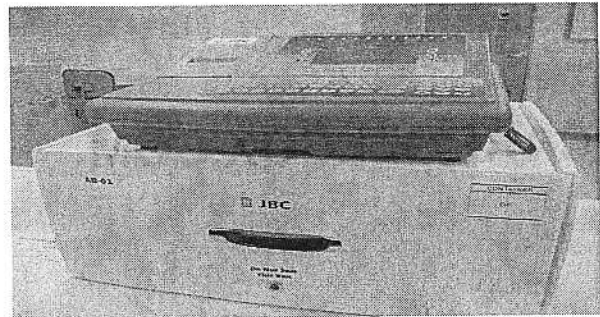
Primary General

Take Custody of the following and load into your vehicle:

- Voted Ballot Containers (VBC's) with BSCF Pink Copy (Voted Ballots)



- DRE Machine (JBC) – white box

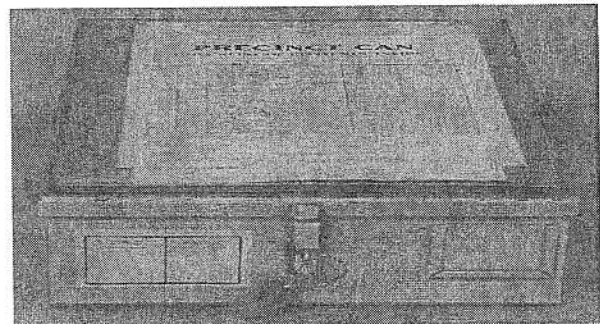


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- VBO Printer – black box

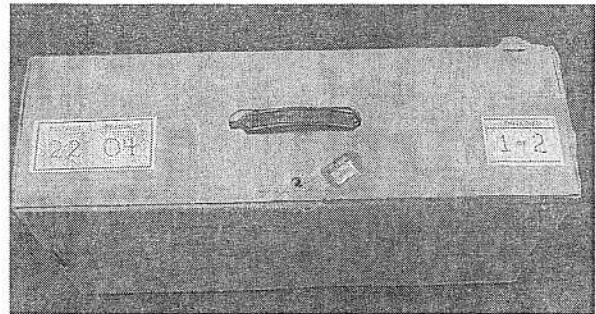


- Precinct Can(s)





Ballot Transport Containers (BTC's) with BSCF Yellow Copy (Unissued Ballots)



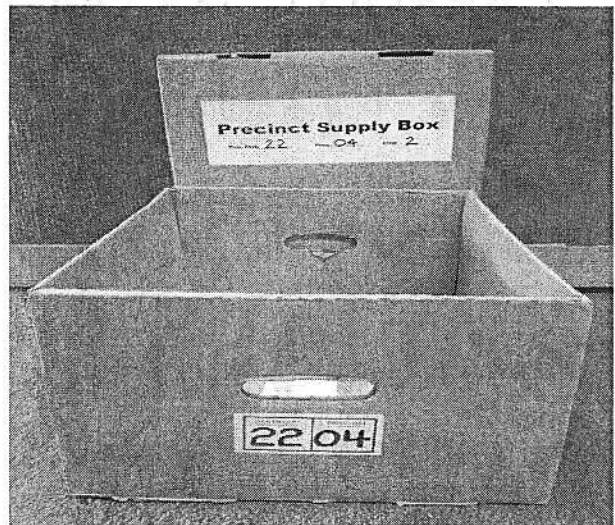
Cellular Telephone Kit



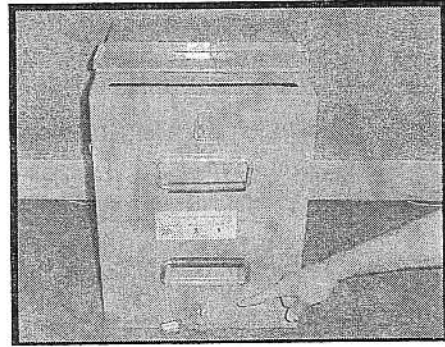
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Supply Box



Steel Ballot Box, if any



Maui (Lanai, Molokai, and Hana) Teams:

- Lanai - Also, pick up cell phones and proceed to airport to meet Air DC Team.
- Molokai - After collection, standby at airport for delivery to Air DC Team.
- Hana – Proceed to Hana airport to meet Air DC Team.

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Step 22

Primary

General

Go to the next polling place listed on your Route, Time, and Load Schedule (RTLS) and repeat Steps 4 through 15 and call your Controller/Clerk's Representative when your assignments are completed.

DELIVERY OF ELECTION SUPPLIES:**COUNTY OF HAWAII ONLY:**

Please refer to special instructions on Route, Time and Load Schedule (RTLS).

COUNTY OF MAUI ONLY:**CARROLLCOX.COM**

The DC Team makes a first drop at the front of the County Bldg. to the **COUNTING CENTER:**

1. JBC – Judges Booth Controller (white box)
2. Precinct Can – with pink copy of BSCF in Ziploc on top of can
3. Voted Ballot Containers (VBCs) containing counted ballots.
4. Steel Ballot Box, if used.

The DC Team makes a second drop under the County Bldg. to the **CONTROL CENTER:**

1. Ballot Transport Containers (BTCs) containing unissued and unopened ballots with **YELLOW** copy of the BSCF.
2. Supply Box
3. Cell Phone/Telephone
4. Empty flattened BTC's/VBC's
5. Clipboards and misc. supplies

COUNTY OF KAUAI ONLY:

The DC Team will take the following to the **COUNTING CENTER:**

1. Precinct Can with PINK and YELLOW copy of the Ballot Seal Control Form (BSCF).
2. Voted Ballot Containers (VBCs) containing counted ballots.
3. Steel Ballot Box, if used.

The DC Team will take the following to the **CONTROL CENTER:**

1. Supply Box
2. Ballot Transport Containers (BTCs) containing unissued and unopened ballots.
3. EMPTY Steel Ballot Box, if any.
4. Cellular Telephone Kit
5. EMPTY and flattened Ballot Transport Containers (BTCs) and Voted Ballot Containers (VBCs).

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CITY & COUNTY OF HONOLULU ONLY:

Upon returning to the Ballot Distribution Site the DC Team will:

Deliver the following to the Supply Collection Team:

1. Unissued Ballot Containers (BTC's) with the BSCF Yellow Copy
2. Cellular Telephone Kit
3. Supply Box

Deliver the following on a dolly according to the district precinct number to the Receiving Team at Stop 1:

1. DRE Machine (JBC)
2. VBO Printer

Deliver the following on a dolly according to the district precinct number to the Receiving Team at Stop 2:

1. Voted Ballot Containers (VBC's) with the BSCF Pink Copy
 2. Precinct Can(s)
 3. Steel Ballot Box (if any)
- Wait in line until it is your team's turn, push the dolly to the Receiving Team table and place the supplies on the table with the seals facing the receiving team.
 - Stand by while the Receiving Team and two Official Observers verify the supplies. Once the Receiving Team gives you the "OK" you may proceed to the next step.

Step 24

Primary

General

Report to your Controller/Clerk's Representative to return your clipboard and supplies.

Sign your Payroll Authorization Sheet.

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Rally Procedures

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Step 1

Primary

General

Receive the following supplies from the Rally Site Coordinator:

1. Wire Cutter
2. Seal Certification Form
3. Unused Seal

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Step 2

Primary

General

DC Team Chairperson will remove Precinct Can.

1. Record the Precinct Can Seal Number on the "Seal Numbers" line in the "Certification of Unsealing" section, located on Page 2 of the Seal Certification Form.
2. Record the "Date", "Time", and "D/P Number" on the Seal Certification Form.
3. DC Team Chairperson and Rally Site Coordinator shall print "Name" and Sign the "Certification of Unsealing" section, located on Page 1.

Step 3

Primary

General

DC Team Chairperson will:

1. Cut the seal on the Precinct Can with a wire cutter; and
2. Place the cut seal in the Red Memory Card Envelope.

DC Team Chairperson will present the Red Memory Card Envelope to the Rally Site Coordinator.

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Step 4

Primary

General

Rally Site Coordinator will:

1. Remove the eScan and JBC Memory Cards (MBB);
2. Read the eScan MBB into Rally and then place back into the Red Memory Card Envelope; and
3. Read the JBC MBB into Rally and then place back into the Red Memory Card Envelope.

Rally Site Coordinator will present the Red Memory Card Envelope to the DC Team Chairperson.

Step 5

Primary

General

DC Team Chairperson will:

1. Return the Red Memory Card Envelope back into the Precinct Can;
2. Seal the Precinct Can with an unused seal;
3. Record the Precinct Can seal number on the "Seal Numbers" line of the Seal Certification Form; and
4. Record the "Date", "Time", and "D/P Number" on the "Seal Certification" section, located on Page 2 of the Seal Certification Form.

Step 6Primary General

DC Team Chairperson and Rally Site Coordinator shall print "Name" and Sign the "Certification of Unsealing" section, located on Page 1.

Step 7Primary General

DC Team Chairperson will place the Seal Certification Form in the plastic "Ziploc" located on the Precinct Can.

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HAWAII: Refer to your Route, Time and Load Schedule for instructions.

MAUI: Deliver Precinct Can(s) to the Counting Center.

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Glossary

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AUXILARY AIDS KIT

A kit equipped with dome magnifier, lighted magnifier, sheet magnifier, signature guide, communication cards, writing pad, pen and clipboard.

BALLOT BOX

A securable container used for depositing voted ballots at the polling place.

BALLOT COLLECTION

The collection of sealed voted ballot containers containing voted ballots and precinct cans from polling places, after the official closing of the polling place, by the DC Teams for delivery to Counting Center. (HRS §11-120)

BALLOT DISTRIBUTION SITE

The site designated by the Chief Election Officer or the clerk from which ballots are distributed on Election Day.

BALLOT SEAL CONTROL FORM - BSCF

A consolidated, multiple copy form used for the inventory and control of ballots from the packing phase through the distribution and collection phase. It is also a record of seals used to secure ballot transport containers, voted ballot containers, precinct cans, ballot boxes, DRE machines and memory card.

BALLOT TRANSPORT CONTAINER - BTC

A securable container used by the Chief Election Officer or the clerk to transport unvoted ballots.

CHIEF ELECTION OFFICER

The individual appointed by the Elections Commission pursuant to HRS §11-1.6 to supervise State elections. (HRS §11-1)

CONTROL CENTER

The center that coordinates the activities of the polling places and election officials on Election Day. Center that resolves situations such as procedural or logistical problems and equipment.

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COUNTING CENTER

The facilities and surrounding premises designated by the Chief Election Officer or the clerk, in the case of county elections, where ballots and other electronic voting systems are processed, counted and tabulated.

DELIVERY AND COLLECTION TEAM - DC TEAM

A team consisting of a Chairperson, an Assistant, and a Driver, who together are responsible for the delivery of sealed ballot transport containers and precinct cans to the polling places, and the collection of sealed ballot boxes and precinct cans from the polling places and delivery to the Counting Center. (HAR §2-51-1)

DELIVERY AND COLLECTION CHAIRPERSON - DC CHAIRPERSON

The individual designated to supervise the activities of the DC Team on Election Day.

DELIVERY AND COLLECTION CONTROLLER - DC CONTROLLER

The individual responsible for the control and coordination of DC teams on Election Day.

DELIVERY AND COLLECTION TEAM MEMBER - DC TEAM MEMBER

The individual trained and assigned to assist the DC Chairperson on Election Day.

DISTRICT/PRECINCT

District is the number that identifies the representative district and Precinct is the sequential number within the district.

DIRECT RECORDING ELECTRONIC VOTING MACHINE - DRE VOTING MACHINE

A device in the polling place used to record votes electronically to be counted and tabulated.

eSCAN

A precinct based digital scanner that scans voter's paper ballots.

FACILITY OFFICIAL

A person designated to open and lock the polling place and set-up and break down election equipment.

MEMORY CARD

A removable data storage card that holds the election results for the precinct.

NOTIFICATION OF ATTEMPTED DELIVERY

A stick-on decal used by DC Teams to notify the precinct official that no one was present to accept the ballot transport containers and precinct cans during the morning delivery of ballots. This notification is placed in a prominent location, easily spotted by the precinct officials.

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PAYROLL AUTHORIZATION SHEET - PAS

The form on which election officials are listed and which each official must sign at the end of the Election Day to receive payment.

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POLLING PLACE

A structure designated by the Chief Election Officer or the clerk as the location in which a precinct conducts voting on election day. (HAR §2-51-1)

PRECINCT

The smallest political subdivision established by law. (HRS §11-1)

PRECINCT CAN - PC

A securable container used to transport sensitive election materials that require security. (HAR §2-51-1)

PRECINCT CHAIRPERSON

The person designated to manage the operation of an absentee or regular polling place on Election Day. (HAR §2-51-1)

PRECINCT OFFICIAL

A chairperson and other officials designated by the Chief Election Officer or the clerk to serve in an absentee or regular polling place on election day in accordance with HRS §11-72. (HAR §2-51-1)

PRECINCT SUPPLY BOX

A box used to hold supplies, signs, and other non-sensitive polling place materials. (HAR §2-51-1)

RECEIVING TEAM

The team responsible for the receipt of sealed Voted Ballot Containers (VBC) and Precinct Cans from the Delivery/Collection (D/C) Team.

ROUTE, TIME, AND LOAD SCHEDULE - RTLS

A form used by the DC Teams containing delivery and collection schedules, routes, and other pertinent information relating to their delivery.

SEAL

A serially numbered non-reusable lock (HAR §2-51-1) used to secure ballot transport containers, voted ballot containers, precinct cans, ballot boxes, DRE machines, memory card and other sensitive election equipment.

STEEL BALLOT BOX

A securable container used to deposit uncounted voted ballots in the event of a precinct counter incident at the polling place.

SUPPLY COLLECTION OFFICIAL

A person designated to receive and inventory precinct supplies and unissued ballots from the DC Team.

SUPPLY COLLECTION RECEIVING SITE

The designated location where supply collection officials receive precinct supplies and unissued ballots from the DC team.

UNCOUNTED VOTED BALLOTS

A ballot that an individual has voted on, which has not been read through a precinct counter.

VOTER ASSISTANCE OFFICIAL- VAO

The precinct official who assists the voter with special procedures (i.e. Spoiled Ballot, language assistance, and other areas as needed).

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VOTED BALLOT CONTAINER - VBC

A securable container used for transporting voted ballots from the polling place to the Counting Center.

Appendix A Route, Time, and Load Schedule (RTLs) - HAWAII

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**DELIVERY/COLLECTION TEAM #8
SOUTH HILO**

DO NOT ARRIVE AT FIRST POLL EARLIER THAN SCHEDULED TIME

MORNING DELIVERY		TIME SCHEDULES	
DIST	PREC	IN	OUT
FINAL COLLECTION			
	1	COUNTY BUILDING	5:10 5:20
	1	PUUEO MULTI-CULTURE CENTER	5:30 5:35
	1	KALANIANA'OLE SCHOOL CAFETERIA	5:45 5:50
	1	KULAIMANO COMMUNITY CENTER	5:55 6:00
FINAL COLLECTION			
	1	COUNTY BUILDING	6:10 6:20
	1	*KULAIMANO COMMUNITY CENTER	6:30 6:45
	1	*KALANIANA'OLE SCHOOL CAFETERIA	6:50 6:55
	1	*PUUEO MULTI-CULTURE CENTER	7:05 7:10
		COUNTING CENTER (WAIKEA REC. CENTER)	7:20 7:25

*FINAL COLLECTION - COLLECT THE PRECINCT CAN, VOTED BALLOT CONTAINERS (VBC), BALLOT TRANSPORT CONTAINERS (BTC), SUPPLY BOX, JBC, STEEL BALLOT BOX (IF ANY)

CHAIRPERSON: _____
MEMBER: _____

CONTROL CENTER 938-2748
CONTACT PERSON - GLEN SHIKUMA

**FINAL COLLECTION
D/C TEAM CHECKLIST**

JUDGES BOOTH CONTROLLER (JBC)
 PRECINCT CAN
 VOTED BALLOT CONTAINER (VBC)
 BALLOT TRANSPORT CONTAINER (BTC)
 SUPPLY BOX
 STEEL BALLOT BOX (IF ANY)

Appendix A: Route, Time, and Load Schedule (RTLs) – MAUI

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DC TEAM 14

Chair:
Member:

END OF DAY COLLECTION LIST

Collect the following items
from EACH polling place.
Check boxes to verify collection.

DRE Voting Machine (DRE)

Verified Ballot Option
(VBO) DRE Paper Trail

Precinct Can with Pink BSCF

Voiced Ballot Containers (VBC)

Blue Ballot Box (if any)

Ballot Transport Containers (BTC) –
with Yellow BSCF

Supply Box

Cell Phone / Telephone

Empty BTCs & VBCs

Revised 8/29/12

ROUTE, TIME & LOAD Schedule

County of Maui - Electors

2012 PRIMARY ELECTION

Saturday, August 11, 2012

1. Record the actual time of your arrivals and departures at the polling places below the pre-printed times
2. Call Control Center (270-7746) when any delay and/or changes occurs or is anticipated.
3. If a precinct is closed, place "Notice of Attempted Delivery" in prominent location and proceed to next site. Notify Control Center.
4. POLLS OPEN AT 7:00 A.M. BALLOTS MUST BE DELIVERED PRIOR TO THE OPENING OF THE POLLS.

MORNING DELIVERY:

Report to DAGS Warehouse at 5:00 am

Leave DAGS Warehouse at 5:30 am

D/P	Polling Site	TIME		Prec.	BTC	Can	VBC	JBC	VBO	REMARKS
		IN	OUT							
08 / 06	Pomakai Elementary School Café	5:40	5:55	2	2	2	1	1	0	NOTE: Precinct Ballot Transport Container (BTC) count includes 1 Language BTC
08 / 02	Maui Waena School Cafeteria	6:00	6:15	4	2	4	1	1	0	
08 / 03	Lihikai School Cafeteria	6:20	6:35	3	2	3	1	1	0	
TOTALS				9	6	9	3	3	0	

FINAL COLLECTION:

Report to County Bldg at 5:45 pm

Leave County Bldg at 6:15 pm

ETA at Counting Center - 7:40 pm

D/P	Polling Site	TIME		Prec.	BTC	Can	VBC	JBC	VBO	SB	REMARKS
		IN	OUT								
08 / 06	Pomakai Elementary School Café	6:25	6:45	2	2	2	1	1	1	1	NOTE: Precinct Ballot Transport Container (BTC) count includes 1 Language BTC. If a polling place is not ready to transport (i.e. they still have people voting), let the Chair know you are going to the next polling place and will return later.
08 / 02	Maui Waena School Cafeteria	6:50	7:10	4	2	4	1	1	1	1	
08 / 03	Lihikai School Cafeteria	7:15	7:35	3	2	3	1	1	1	1	
TOTALS				9	6	9	3	3	3	3	

P:\occl\elec\delivery collection\2012 dc rtl\primary\2012 PRIM RTLs 1

D/P = District/Precinct
BTC = Ballot Transport Container
VBO = Voiced Ballot Container
SB = Supply Box

JBC = Judge's Booth Controller
BSCF = Ballot Seal Control Form

Appendix A: Route, Time, and Load Schedule (RTLs) – KAUAI CARROLLCOX.COM

Team No. 1
Route, Time, and Load Schedule (RTLs)

- COVERAGE
- 15-03 KAUNIWAH MEMORIAL CONVENTION HALL
 - 15-04 KAUNI HIGH SCHOOL CAFETERIA
 - 15-05 CHIEFESS KAMAKAHELE MIDDLE SCHOOL CAFETERIA

D-P	POLLING PLACE	IN	OUT	BTC	PC	JBC	VBC	SC	Phone	NOTES
	Report to Control Center	5:30am	5:25am							
15-05	CHIEFESS KAMAKAHELE MIDDLE SCHOOL CAFETERIA	5:30am	5:40am	13	14	15	16	17	18	MORNING DELIVERY checklist: BTC = Balix Transport Container PC = Precast Can JBC = Judge's Booth Container VBC = Vollet Bask Container (Italiano) SC = Supply Container
15-04	KAUNI HIGH SCHOOL CAFETERIA	5:45am	5:55am	7	8	9	10	11	12	
15-03	KAUNIWAH MEMORIAL CONVENTION HALL	6:00am	6:10am	1	2	3	4	5	6	
	Return to Control Center	6:15am								
	Report to Control Center	6:05pm	6:10pm							
15-03	KAUNIWAH MEMORIAL CONVENTION HALL	6:10pm	6:30pm	1	2	3	4	5	6	FINAL COLLECTION checklist: BTC = Balix Transport Container PC = Precast Can JBC = Judge's Booth Container VBC = Vollet Bask Container SC = Supply Container
15-04	KAUNI HIGH SCHOOL CAFETERIA	6:50pm	7:20pm	7	8	9	10	11	12	
15-05	CHIEFESS KAMAKAHELE MIDDLE SCHOOL CAFETERIA	7:25pm	7:55pm	13	14	15	16	17	18	
	Cleaning Center	8:00pm	8:30pm	21	24	27	30			IMPORTANT! Please collect all items in the FINAL COLLECTION checklist and air filtered VBC
	Return to Control Center	8:35pm						33	36	

Appendix A: Route, Time, and Load Schedule (RTLs) - OAHU

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PRIMARY ELECTION
SEPTEMBER 23, 2006

DC TEAM
ROUTE, TIME, LOAD SCHEDULE

STATE OF HAWAII
OFFICE OF ELECTIONS
TEAM 1

1. Revised times of arrival/depature below are typed about time.
2. Call Conflict Center when delay or problems occur.

17:07 Kamikahi Elean Sch (Pm 4)
22:04 Kamikahi Comm Park
24:10 Kamikahi Elean Sch (Caf)

Chair
Member
Controller

123-4587
234-5678
578-9000

Kalina Smith
Paul Parker
Kaulipo Kemoa

COMMENTS:

D-P	POLLING PLACE	IN	OUT	BTC	PC	DRE	VBC	SC	CELL	NOTES
	Report to Control Center	5:00am	5:25am							
24-10	Kamikahi Elean Sch (Caf)	5:30am	5:40am	13	14	15	16	17	18	MORNING DELIVERY check
22-04	Kamikahi Comm Park	5:45am	5:55am	7	8	9	10	11	12	BTC = Ballot Transport Container PC = Polling Center DRE = Drive Young Machine VBC = Volled Ballot Container (returned) SC = Supply Container CELL = Cell Phone
17:07	Kamikahi Elean Sch (Pm 4)	6:00am	6:10am	1	2	3	4	5	6	
	Return to Control Center	6:15am								
	Report to Control Center	6:00pm	6:10pm							FINAL COLLECTION check
17:07	Kamikahi Elean Sch (Pm 4)	6:15pm	6:45pm	1	2	3	4	5	6	BTC = Ballot Transport Container PC = Polling Center DRE = Drive Young Machine VBC = Volled Ballot Container SC = Supply Container CELL = Cell Phone
22:04	Kamikahi Comm Park	6:50pm	7:20pm	7	8	9	10	11	12	
24:10	Kamikahi Elean Sch (Caf)	7:25pm	7:55pm	13	14	15	16	17	18	IMPORTANT! Please collect all items at the FINAL COLLECTION checklist and all finalized
	Counting Center	8:00pm	8:30pm	21	24	27	30			VBC
	Return to Control Center	8:35pm						30	36	

Appendix C:
Ballot Seal Control Form (BSCF) PINK

State of Hawaii DC TEAM # _____ Year: _____ Primary: _____ General: _____

BALLOT SEAL CONTROL FORM (BSCF)

PHASE 1: BALLOT PACKING/DELIVERY				PHASE 2: BALLOT COLLECTION			
Checked by: _____				DC Arrival Time: _____			
BTC Number Issued				DC Departure Time: _____			
Date: _____				Emergency Ballot Bin Seal No. _____			
Ballot Serial Numbers				VERIFICATION OF SEAL NUMBERS(S)			
Beginning Ending							
Original Seal No. 1st Unissued Ballot Serial No. New Seal Number				VBC 1 VBC 2 VBC 3 VBC 4			
DC Chair Chair/VAO Initials				VBC 5 VBC 6 VBC 7 VBC 8			
Precinct Can				DRE Machine (JBC) Precinct Can			
DRE Machine (JBC)				VBO Printer 1 VBO Printer 2			
VBO Printer 1				We hereby attest that all ballots in the ballot box were transferred into the Voted Ballot Container's above. We further attest that nothing else was added or removed and the above seals were affixed.			
Memory Card							
DC Arrival Time				Last Voter Signature: _____			
Precinct Chair/VAO				Prec. Chair: _____ Diff. Pky. Off: _____			
Time Received:				DC Chair: _____			
Official Observer:				PHASE 4: SUPPLY COLLECTION REPORT			
COMMENTS:							
Seal Number:				We hereby attest that the information contained in Phase 3 is true and correct.			
Serial Number:				Prec. Chair: _____ Diff. Pky. Off: _____			
Time Installed:				DC Chair: _____ DC Member: _____			
VBO Printer 2 Initials				No. of BTC: _____ No. of Telephones: _____			
Seal Number:				No. of Supply Box: _____ No. of Seals Returned: _____			
Serial Number:				SUPPLY COLLECTION TEAM			
Time Installed:							
Receiving Team Official				Collection Official: _____			
VBO Printer 2 Initials				Collection Official: _____			
Seal Number:				Ballot Box Seal			
Serial Number:				Lid Lock Seal			
Time Installed:				Lid Lock Seal			

DIST/REC: _____

OE R-05.09.08

PINK copy 2

**Appendix E:
Notification of Attempted Delivery Decal
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**NOTIFICATION OF ATTEMPTED
DELIVERY OF OFFICIAL BALLOTS**

AT _____ A.M.

TO PRECINCT CHAIRPERSON:

An attempt was made this morning to deliver official ballots to this polling place. Call Control Center immediately upon receipt of this notification.

DC TEAM CHAIR: _____

DC TEAM #: _____

Mahalo

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*For serving as a
Delivery & Collection Official
during the 2012 election year.*

Your contribution to the State of Hawaii
and your community is greatly
appreciated.