PACKING UP VSS SUPPLIES … AFTER COMPLETING ALL CLOSING PROCEDURES

Follow all closing procedures before packing up the VSS Supplies.

VSS and Attendant work together to...

- **Return** all Secrecy Sleeves to the Ballot Distributor
- **Remove** all ballot marking pens from the privacy booths
  - **Place** end caps on all pens and return to designated ziplock bag
  - **Return** ziplock bag of ballot marking pens in supply tote
- **Disassemble** all Privacy Booths and **return** them to the appropriate boxes (may be assigned to a team member who has finished all of their closing procedures)
  - **Be careful with the lights!**
  - One light per base
  - ONLY four legs per base
  - BE SURE to put the ADA booth back into the ADA box
- **Stack** all Privacy Booths on top of the pallet(s) provided
  - Booths should be stacked next to the DS200(s) and the Supply Cage for pick-up by the elections’ office
- **Return** all VSS supplies to the VSS Supply Tote
- **Verify** the items to be returned in the VSS Bag using the VSS Return Items List (reverse side of VSS Security Log)
  - DS200 Activator Padded Return Envelope containing all DS200 activators
    - If you are unable to modem, the Emergency Runner will have taken this padded envelope to the collection site
  - ADA ExpressVote Padded Return Envelope containing the unit’s activator
  - DS200 Zero Totals Report(s)
- **DO NOT** pack the Lanyard of Voting Equipment Keys – **WEAR** the keys to the collection site
- If not already done, **sign** the VSS Security Log/VSS Return Items then **return** it to the VSS Bag
- **Wire Cutters** may be returned in the VSS Supply Tote or in the VSS Bag
- **Give** packed VSS Bag to the Precinct Supervisor
- **Wear** the Lanyard of Voting Equipment Keys to the collection site
- **Verify** the following have been placed in the designated area for pick-up
  - DS200(s)
  - Pallet(s) stacked with Privacy Booths
  - VSS Supply Tote – returned to Supply Cage
- **Remove** all blue tape from the floor
- **Notify** Precinct Supervisor you have completed all closing and packing procedures
- **Ask** the Precinct Supervisor if they need assistance in any other Closing the Polls procedures

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☐ **Verify** all Critical Items for Return by the Precinct Supervisor have been accounted for on the Precinct Supervisor Critical Items for Return List
  
  o **Sign** the bottom of the Precinct Supervisor Critical Items for Return List (designated signature line for VSS)
  
  o The Precinct Supervisor’s Critical Items for Return List requires their signature and YOURS! Be sure everything is accounted for prior to leaving for the collection site

☐ **Return** all procedures to the Procedures Envelope and give envelope to Precinct Supervisor for return in the Gray Bag

When everyone is dismissed by Precinct Supervisor, you will **ride** to the collection site with the Precinct Supervisor (wearing your lanyard of keys) with the following:

  o All critical items for return **MUST** be with you and the Precinct Supervisor when you get to the collection site or you may be sent back to the Polling Place to get any missing critical items!
    ▪ All Voted and Un-Voted Ballots
    ▪ All Cardboard Ballot Boxes (even if empty)
    ▪ Precinct Supervisor’s packed Gray Bag containing all required items
    ▪ Precinct Supervisor should be wearing their lanyard of keys