

STAGE-1 OPENING GUIDELINES

- Take a batch from mail rack; compare 3-Digit Precinct Group # on Opening Sheet to Precinct Group on tray tag • verify envelope count
- *When there is a count variance recount looking for ❶ an envelope without a sprayed date, ❷ an envelope with wrong precinct number for group & ❸ an envelope with a voter's name the supervisor has written on dry erase board. If none of these 3 things are found; write the plus or minus variance on a post-it, your initials and place on Opening Sheet & put tray on the table designated by a supervisor*
- Open envelopes - whether you cut the top or bottom is personal preference
- Start separating security envelopes from outside declaration envelope. Be sure there is only one ballot and nothing else other than the ballot inside the return envelope
- Look at ballot style (precinct) on each outside envelope making sure it is in the right Precinct Group
- Copy any envelope indicating an address change • put copy in tray labeled "Address Changes" • write a large "C" by address indicating a copy has been made
- *Outstack envelopes with: No ballot inside • multiple ballots (** See Note!!) • ballot with note • envelope with wrong ballot style for group being worked • any other problem*
*** Note - When a security envelope appears to have multiple ballots & there is a colored round sticker on the security envelope do not outstack the ballot. The colored sticker indicates the ballot is either an e-mail ballot, faxed ballot or a MyBallot & will have multiple pages that will require duplication.*
- Place ballot in security envelope when received without one
- Scan the outside envelopes looking ☺ at the hole to be sure they are empty • rubber band empty outside envelopes together • initial tray tag and place under rubber band
- *Count Outstacks; write the number of outstacks on the Opening Sheet • subtract from Piece Count & write the total at Envelopes Sent for Opening • complete the Outstack Form, Opening - Stage 1 section • at top write the 3-Digit Precinct Group #, Bin #, 4-Digit # and date Stamped on "Opening Sheet". Also write these numbers on the upper left hand corner of the ballot envelope • initial form • rubber band with all outstacked ballot envelopes • place with security envelopes in tray*
- Verify number of security envelopes being sent to Opening Stage 2.
- Complete the Opening Sheet; write today's date & initial • place in tray with security Envelopes & any Outstacks
- Return banded and tagged empty outer envelopes to mail trays on designated rack by Leg
- Return completed batch to designated mail rack - keep grouped by Leg
- Take a new Batch and repeat the process

GUIDELINES FOR OPENING & SEPARATING SECURITY ENVELOPE FROM OUTSIDE DECLARATION ENVELOPE

- Process only one batch at a time
- Your table should be completely cleared except for supplies
- Work with the ballots only when there is more than one staff member present
- Be sure copies have been made of any envelopes indicating an address change
- Double check that all paper work has been completed correctly
- Complete your batch before leaving for a break or lunch
- Never leave ballots unattended
- If assigned to Stage-2 assist your assigned team member in completing their batch before going to Stage 2 work area
- No food or drinks on tables
- No purses, bags or cell phones in the work area
- Please keep voices down & limit conversations to work related topics
- **DIRECT OBSERVERS QUESTIONS TO A SUPERVISOR**