

Chapter 11 – Scanning Unit

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11.1 Overview

Each precinct will receive at least one scanning unit. Large precincts may receive more than one scanning unit. Challengers and watchers may observe the opening procedures.



At least one voting judge must always be stationed at the scanning unit. Voting judges may rotate positions during the day.

11.2 Required Supplies

- o Scanning unit keys
- o *Scanning Unit Integrity Reports*
- o *Scanning Unit*
- o Tamper Tape
- o New seals
- o Clipboard
- o Pens
- o Tool to remove security seals on the outside of the scanning unit

11.3 Setup

Pre-election set-up:

1. Install the ramp on the bottom front of the black transfer cart.
2. Remove the scanning units from the black transfer cart. To prevent personal injury or equipment damage, this should be done by at least two election judges. Be careful of the sharp edges.
3. Roll the scanning unit to the location designated on the polling place layout provided by the Montgomery County Board of Elections.

Figure 1 - Picture of How to Roll the Scanning Unit



4. 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.

Figure 2 - Picture of How to Engage the Brakes on the Scanning Unit



5. Make sure the shipping tag on the back of the scanning unit shows the correct polling place. If the polling place is wrong, tell the chief judges right away to contact the Montgomery County Board of Elections.

Figure 3 - Picture of the Shipping Tag on the Scanning Unit



Shipping Tag

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

Figure 4 - Picture of Unlocking the Scanning Unit



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.

7. Make sure that both the red and green lights on the surge protector are lit.

Figure 5 - Picture of Red and Green Lights on the Surge Protector



8. Verify the security seal numbers (only those on the outside of the scanning unit) on the *Scanning Unit Opening Integrity Report*.




Stop here. Do not open the scanning unit on Monday night.

11.4 Opening the Polls

Election morning:

1. Check the security seal number on the main ballot box with column A on the *Scanning Unit Opening Integrity Report*.

Figure 6 - Security Seal and Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report State of Maryland

2022 Governorial Primary Election

County/City: _____ Date: _____

District/Ward/Precinct: _____

1. Complete all gray sections. Verify, remove and discard seals as indicated.
 2. Place the first Zero Report and Configuration Report from each scanning unit in the Red Memory Stick Security Bag.
 3. Post the second Zero report form for each scanning unit for public viewing.

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.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
1	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
1	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"/>
2						

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____ Republican Chief Judge: _____

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2. Remove the security seal and discard it.
3. Unlock and open the main ballot box door using the flat scanning unit key.

Figure 7 - Unlocked and Opened Main Ballot Box



4. Use the strap handle to pull the ballot transfer bin out of the main ballot box.

Figure 8 - Strap Handle of the Ballot Transfer Bin



5. Look inside the main ballot box to check that it is empty. (If there are any ballots inside the main ballot box, tell a chief judge right away. The chief judge will remove the ballots and make a note on the Chief Judges' Election Day Log).

Figure 9 - Empty Main Ballot Box



6. Unlock and open the lid of the ballot transfer bin and look inside. If the bin is empty skip to step 7. If the bin has anything in it, 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 where its contents will be removed, verified, and counted. Return the empty ballot transfer bin to the scanning unit area.

Figure 10 - Roller Handle of the Ballot Transfer Bin





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.

Figure 11 - Empty Ballot Transfer Bin in Main Ballot Box of the Scanning Unit



- Close, lock, and reseal the main ballot box door. Record the new scanning unit seal number in column B of the *Scanning Unit Opening Integrity Report*.

Figure 12 - Locked Main Ballot Box & Scanning Unit Opening Integrity Report

Scanning Unit Opening Integrity Report 2022 Governorial Primary Election						State of Maryland	
County/City:				Date:			
District/Ward/Precinct:							
1. Complete all gray sections. Verify, remove and discard seals as indicated. 2. Place the <i>first Zero Report and Configuration Report</i> from each scanning unit in the Red Memory Stick Security Bag. 3. Post the second Zero report form each scanning unit for public viewing.							
	A.	B.	C.	D.	E.	F.	
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)	
Scanning Unit #	Verify	Record	Verify	Record	Verify	Verify	
1							
2							
	G.	H.	I.	J.	K.	L.	
	Scanning Unit Lid Security Seal #	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							
2							

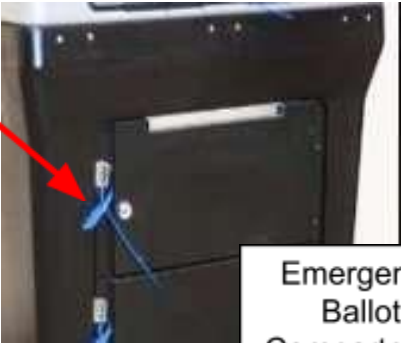

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s):
Democratic Chief Judge: Republican Chief Judge:

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.

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- Check the security seal number on the emergency ballot compartment door with column C on the *Scanning Unit Opening Integrity Report*. Remove and discard the security seal.

Figure 13 - Security Seal on Emergency Ballot Compartment Door & Scanning Unit Opening Integrity Report

Scanning Unit Opening Integrity Report 2022 Governorial Primary Election						State of Maryland	
County/City:				Date:			
District/Ward/Precinct:							
1. Complete all gray sections. Verify, remove and discard seals as indicated. 2. Place the <i>first Zero Report and Configuration Report</i> from each scanning unit in the Red Memory Stick Security Bag. 3. Post the second Zero report form each scanning unit for public viewing.							
	A.	B.	C.	D.	E.	F.	
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)	
Scanning Unit #	Verify	Record	Verify	Record	Verify	Verify	
1							
2							
	G.	H.	I.	J.	K.	L.	
	Scanning Unit Lid Security Seal #	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							
2							

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s):
Democratic Chief Judge: Republican Chief Judge:

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.

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- Unlock and open the emergency ballot compartment door using the flat scanning unit key. Make sure the compartment is empty.

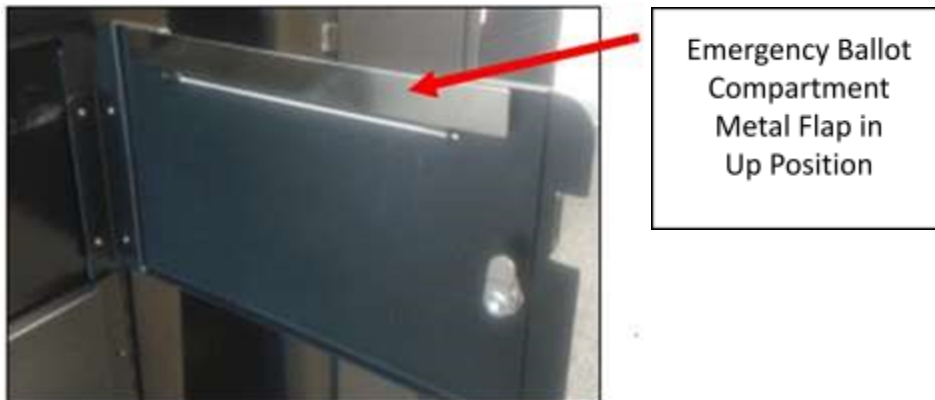
CAUTION: Beware of sharp edges. Tell a chief judge right away if any ballots are found inside the emergency ballot compartment.

Figure 14 - Opened Emergency Ballot Compartment Door



11. Make sure that the metal flap on the emergency ballot compartment door is raised.

Figure 15 - Raised Metal Flap on the Emergency Ballot Compartment Door



12. Close, lock and reseal the emergency ballot compartment door.
13. Record the new security seal number in column D of the *Scanning Unit Opening Integrity Report*.

Figure 16 - New Security Seal on Emergency Ballot Compartment & Scanning Unit Opening Integrity Report



D

State of Maryland

Scanning Unit Opening Integrity Report
2022 Gubernatorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

1. Complete all gray sections. Verify, remove and discard seals as indicated.
2. Place the *first Zero Report and Configuration Report* from each scanning unit in the Red Memory Stick Security Bag.
3. Post the *second Zero report* form each scanning unit for public viewing.

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. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1						
2						

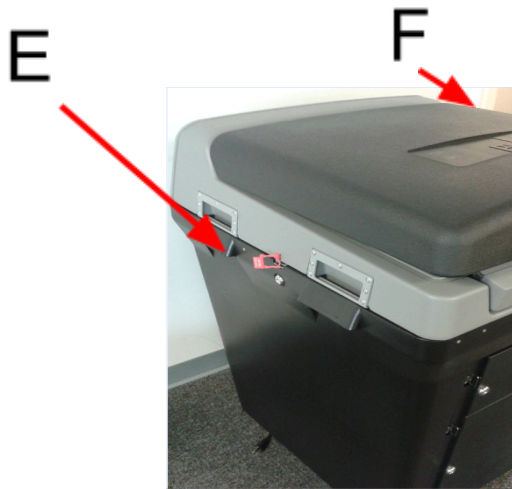
	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Rear Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1						
2						

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 12/06/2021

14. Check the left and right side case seals with columns E and F on the *Scanning Unit Opening Integrity Report*. **DO NOT** remove the seals.

Figure 17 - Left & Right Seals on the Scanning Unit & Scanning Unit Opening Integrity Report



E

F

State of Maryland

Scanning Unit Opening Integrity Report
2022 Gubernatorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

1. Complete all gray sections. Verify, remove and discard seals as indicated.
2. Place the *first Zero Report and Configuration Report* from each scanning unit in the Red Memory Stick Security Bag.
3. Post the *second Zero report* form each scanning unit for public viewing.

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. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
Scanning Unit #	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
1						
2						

	G. Scanning Unit Lid Security Seal #	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						
2						

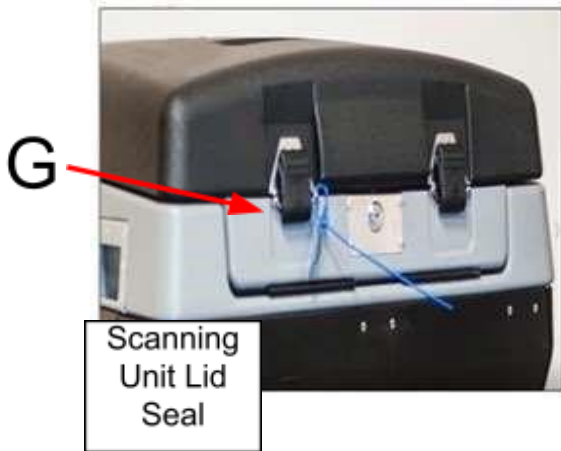
To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

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

15. Check the security seal number on the scanning unit lid with column G on the *Scanning Unit Opening Integrity Report*.

Figure 18 - Scanning Unit Lid Seal & Scanning Unit Opening Integrity Report



G

Scanning Unit Opening Integrity Report						State of Maryland	
2022 Gubernatorial Primary Election							
County/City:				Date:			
District/Ward/Precinct:							
1. Complete all gray sections. Verify, remove and discard seals as indicated.							
2. Place the first Zero Report and Configuration Report from each scanning unit in the Red Memory Stick Security Bag.							
3. Post the second Zero report form each scanning unit for public viewing.							
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 Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)	
Scanning Unit #	Verify	Record	Verify	Record	Verify	Verify	
1							
2							
	G.	H.	I.	J.	K.	L.	
	Scanning Unit Lid Security Seal #	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							
2							

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s):
 Democratic Chief Judge: _____ Republican Chief Judge: _____

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- Remove and discard the security seal. Use the flat scanning unit key to unlock the lid.

Figure 19 - Unlocking the Lid on the Scanning Unit



- 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.

Figure 20 - Unhooked Latches on Scanning Unit



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

Figure 21 - Serial Number & Scanning Unit Opening Integrity Report



State of Maryland

Scanning Unit Opening Integrity Report
2022 Governorial Primary Election

County/City: _____ Date: _____

District/Ward/Precinct: _____

1. Complete all gray sections. Verify, remove and discard seals as indicated.
2. Place the *first Zero Report and Configuration Report* from each scanning unit in the Red Memory Stick Security Bag.
3. Post the second Zero report form each scanning unit for public viewing.

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.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	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
1	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"/>
2						

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

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 11/06/2021

19. Check 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.

Figure 22 - Tamper Tape on Rear Access Door & Scanning Unit Opening Integrity Report



State of Maryland

Scanning Unit Opening Integrity Report
2022 Governorial Primary Election

County/City: _____ Date: _____

District/Ward/Precinct: _____

1. Complete all gray sections. Verify, remove and discard seals as indicated.
2. Place the *first Zero Report and Configuration Report* from each scanning unit in the Red Memory Stick Security Bag.
3. Post the second Zero report form each scanning unit for public viewing.

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.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
1	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	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
1	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"/>
2						

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

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 11/06/2021

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

Figure 23 - Unlocking the Scanning Unit



21. 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, tell a chief judge right away.

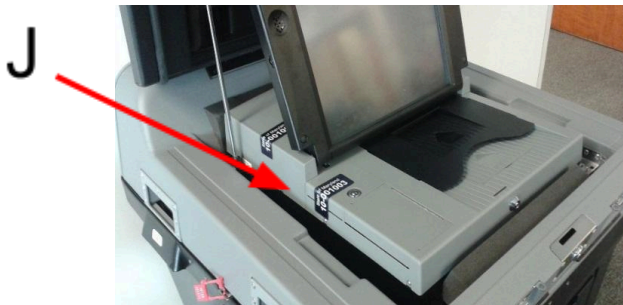
Figure 24 - Raising the Screen to the Upright Position



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, tell a chief judge right away. Never turn off the scanning unit or unplug the scanning unit unless instructed by the Montgomery county Board of Elections.

22. Check 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.

Figure 25 - Front Access Door on the Scanning Unit & Scanning Unit Opening Integrity Report



Scanning Unit Opening Integrity Report State of Maryland

2022 Governorial Primary Election

County/City: _____ Date: _____
 District/Ward/Precinct: _____

Complete all gray sections. Verify, remove and discard seals as indicated.

1. Place the *First Zero Report and Configuration Report* from each scanning unit in the Red Member Click Security Bag.
2. Post the second Zero report form each scanning unit for public viewing.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the approved tamper tape or seal to the *Tamper Tape/Security Seal Removal Report* and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Security Seal #	B. New Main Ballot Box Security Seal #	C. Emergency Ballot Compartment Security Seal #	D. New Emergency Ballot Compartment Security Seal #	E. Left Case Seal # (Do Not Remove)	F. Right Case Seal # (Do Not Remove)
	1	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>	Record <input type="checkbox"/>	Verify <input checked="" type="checkbox"/>
2						

Scanning Unit #	G. Scanning Unit Lid Security Seal #	H. Scanning Unit Serial #	I. Seal Access Door Tamper Tape # (Do Not Remove)	J. Front Access Door Tamper Tape # (Do Not Remove)	K. Public Count	L. Protected Count
	1	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"/>
2						

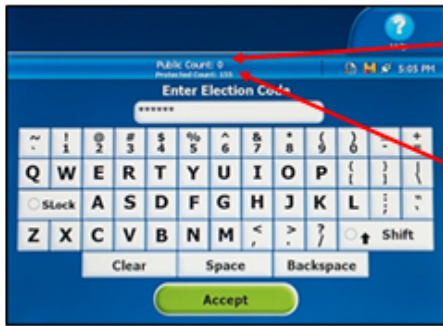
To the best of our knowledge, the information on this report is true and accurate.

Assisting Judge(s): _____
 Democratic Chief Judge: _____
 Republican Chief Judge: _____

Revised 12/06/2021

23. 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, tell a chief judge right away.
24. Check the public count number is zero on the screen with column K on the *Scanning Unit Opening Integrity Report*.
25. Check the protected count number with column L on the *Scanning Unit Opening Integrity Report*.

Figure 26 - Public and Protected Counts on the Scanning Unit & Scanning Unit Opening Integrity Report



Tell a chief judge right away if either number does not match.

State of Maryland

Scanning Unit Opening Integrity Report
2022 Gubernatorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

- Complete all gray sections. Verify, remove and discard seals as indicated.
- Place the *first Zero Report and Configuration Report* from each scanning unit in the Red Memory Stick Security Bag.
- Post the second Zero report form each scanning unit for public viewing.

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.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Main Ballot Box Security Seal #	New Main Ballot Box Security Seal #	Emergency Ballot Compartment Security Seal #	New Emergency Ballot Compartment Security Seal #	Left Case Seal # (Do Not Remove)	Right Case Seal # (Do Not Remove)
1	Verify <input type="checkbox"/>	Record <input type="checkbox"/>	Verify <input type="checkbox"/>	Record <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
2						

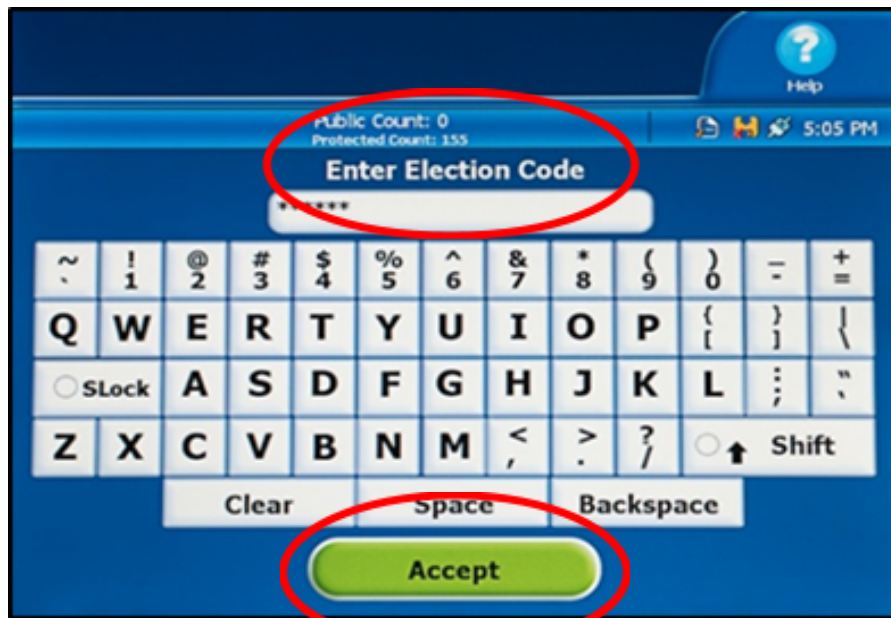
Scanning Unit #	G.	H.	I.	J.	K.	L.
	Scanning Unit Lid Security Seal #	Scanning Unit Serial #	Rear Access Door Tamper Tape # (Do Not Remove)	Front Access Door Tamper Tape # (Do Not Remove)	Public Count	Protected Count
1	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>	Verify <input type="checkbox"/>
2						

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

Revised 12/06/2021

26. A chief judge will enter the election code and will touch “Accept.”

Figure 27 - Election Code on the Scanning Unit



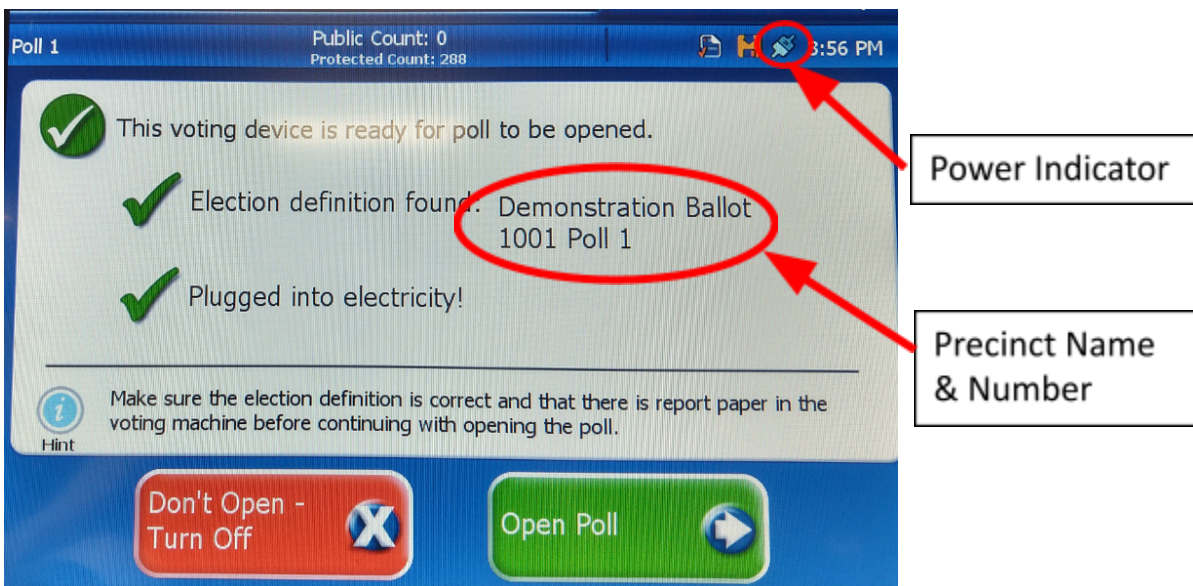
27. A “Configuration Report” will automatically print. **DO NOT** remove the report.

Figure 28 - Printing of the Configuration Report



- 28. Check the precinct name displayed on the screen is correct and the scanning unit is receiving power. Touch **“Open Poll”** on the screen.

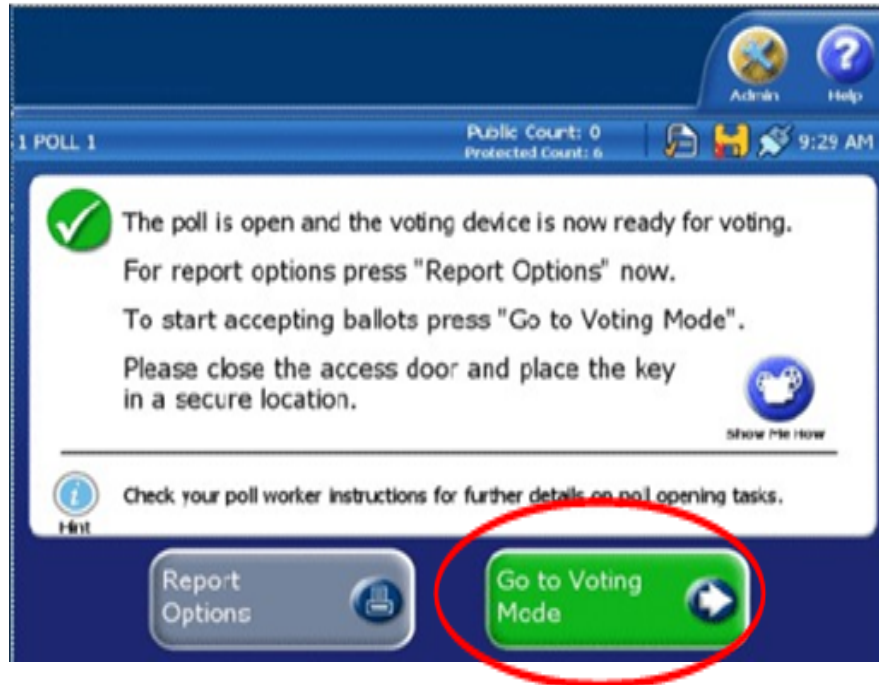
Figure 29 - Precinct Name and Power Indicator on the Scanning Unit



- 29. Two copies of the “Zero Report” automatically will print. Separate the “Zero Reports” into two reports:
 - o Both chief judges sign both “Zero Reports.”

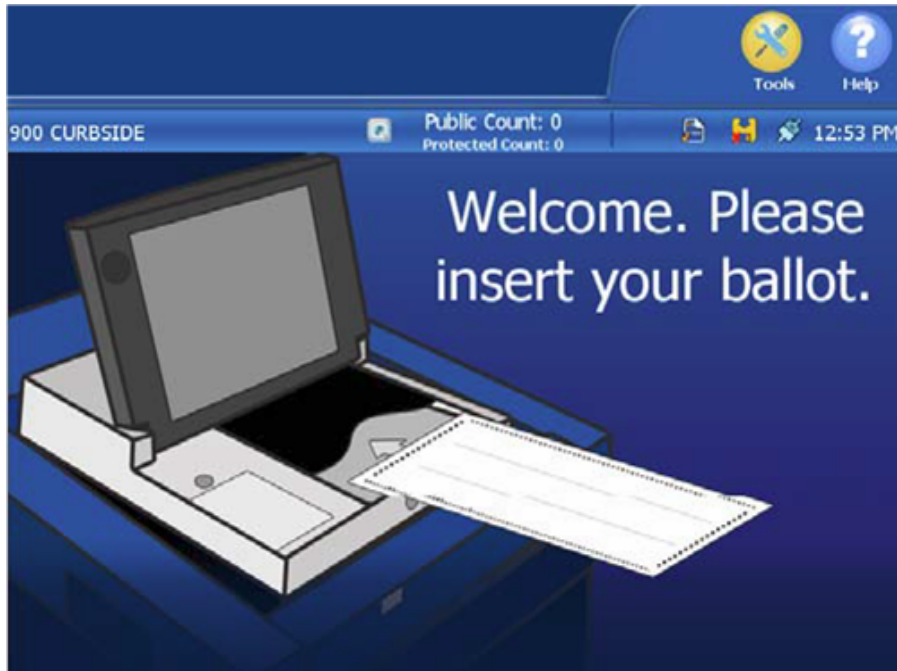
- o Place the first copy of the “Zero Report,” along with the “Configuration Report” (still attached to the “Zero Report”), in the Red Memory Stick Security Bag.
 - o Post the second copy of the “Zero Report” for public viewing.
30. Once the self-test is complete and the “Zero Reports” are printed, the following screen appears.

Figure 30 - "Go To Voting Mode" Button on the Scanning Unit



- o Touch “Go To Voting Mode.”
31. When the scanning unit is ready to receive ballots, the following screen appears.

Figure 31 - Welcome Screen on the Scanning Unit



32. Put a privacy screen on each side of the scanning unit as the picture shows below.

Figure 32 - Privacy Screens on the Scanning Unit



11.5 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 relieved by another voting judge.

At the scanning unit, the voting judge will:

- Ask the voter for the voter authority card only. **DO NOT handle any voted ballots.**
- Verify the voter is not a provisional voter that has an orange privacy sleeve or a provisional voter authority card.
- Review the voter authority card to verify it has been signed by the voter, initialed by other election judges, and is not a provisional voter authority card.
- Ask the voter if they have reviewed their ballot before casting it.
- Hold onto the voter authority card until the voter casts the ballot and the ballot is accepted by the scanning unit.
- 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.

Figure 33 - Standing at Least Two Feet Away from the Scanning Unit



11.6 Inserting a Ballot into the Scanning Unit

The scanning unit has two slots to accept ballots.

- The top slot will only accept the ballot activation card that was marked on the ballot marking device. Instruct the voter to insert a ballot marking device-marked ballot into the top slot.

Figure 34 - Top Slot of the Scanning Unit and Ballot Activation Card



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

- The bottom slot will only accept hand-marked regular ballots. Ballots can be fed into the scanning unit in any direction, either face up or face

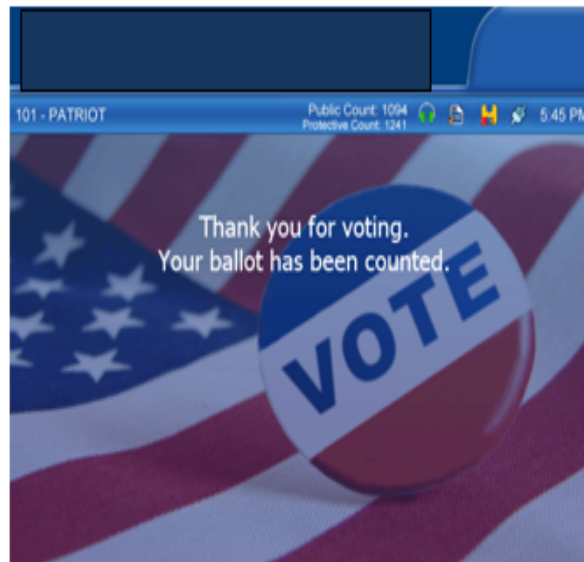
down, top first or bottom first. **DO NOT** fold the ballot. **DO NOT** force the ballot into the scanning unit.

Figure 35 - Bottom Slot of the Scanning Unit and Regular Paper Ballot



- When a ballot is accepted by the scanning unit, the display will read, **“Thank you for voting. Your ballot has been counted.”**

Figure 36 - "Thank you for voting" Screen on the Scanning Unit



- Keep the voter authority card.
- After the ballot is accepted by the scanning unit, put the voter authority card into the envelope attached to the scanning unit.
- Get the empty privacy sleeve from the voter or instruct the voter to put the privacy sleeve into the privacy sleeve bin.

- Thank the voter for voting, give the voter an “I Voted” sticker, and direct the voter to the exit.



Do not put paper clips 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 help.



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

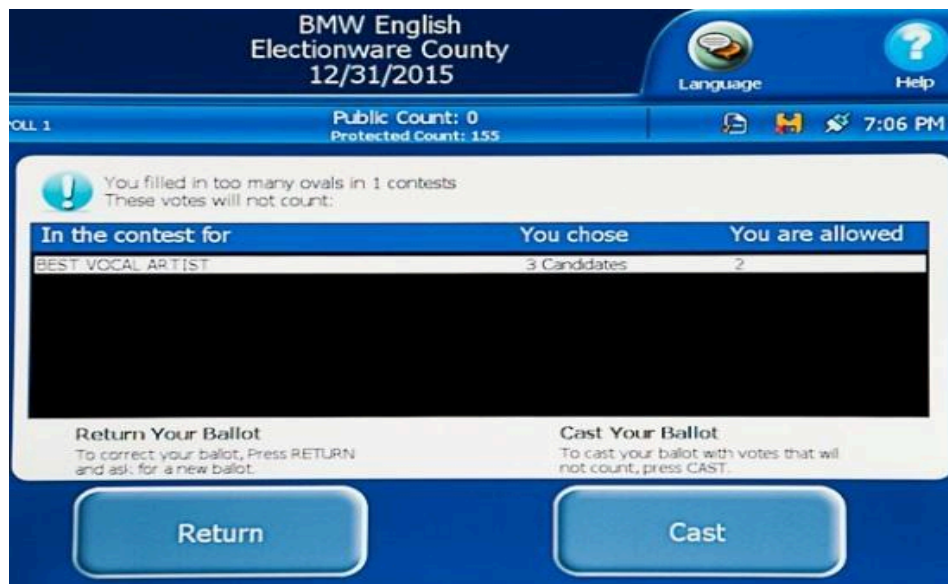
11.7 Overvoted Contests

The ballot marking device will let a voter know that a contest was overvoted. It will not print the ballot with an overvoted contest.

The scanning unit will let a voter know that a contest was overvoted for voters who mark their ballot by hand. 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.

Figure 37 - Overvote Message on the Scanning Unit



If a voter overvoted one or more of the contests on the ballot, tell the voter:

- You selected more candidates than allowed for one or more contests.
- You can cast the ballot with an overvoted contest. If you choose to cast the ballot, no vote will be recorded in the contest that has an overvote. All other contests that are not blank or overvoted will be counted. Touch “Cast” to cast the ballot.
- You can get a replacement ballot. If you choose to get a replacement ballot, touch “Return.”



If the voter accidentally touches “Cast” instead of “Return,” the voter is not eligible to vote again. When a voter’s ballot is accepted by the scanning unit, there is no way to get that voter’s ballot back. The voter may only be issued a provisional ballot.

11.8 Undervoted Contests

The scanning unit will accept ballots that contain undervoted contests and will not let the voter know on the scanning unit.

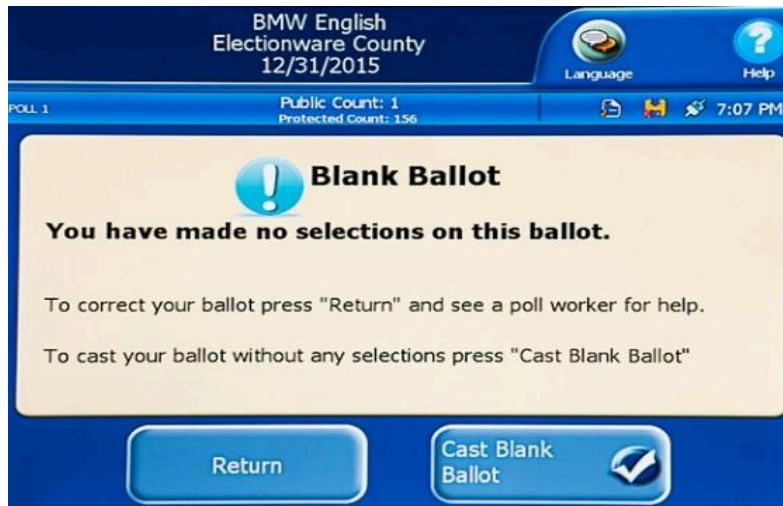
In a contest where a voter may vote for more than one candidate but has made fewer selections than the total number permitted, the marked selections will be counted by the scanning unit.

In a contest where a voter may vote for only one candidate, no selections will be counted if nothing is marked on the ballot.

11.9 Blank Ballots

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

Figure 38 - Blank Ballot Message on the Scanning Unit



If a voter wants the ballot back to mark it by hand:

- o Tell the voter to touch "Return."
- o Give the voter authority card back to the voter. Tell the voter to put the voter authority card in the clear pocket on the front of the privacy sleeve.
- o Tell a voting judge that the voter needs to mark the ballot. The voting judge will direct the voter to an available voting booth.

If a voter does not want the ballot back to mark it by hand and wants to cast the blank ballot, tell the voter to touch "Cast Blank Ballot."



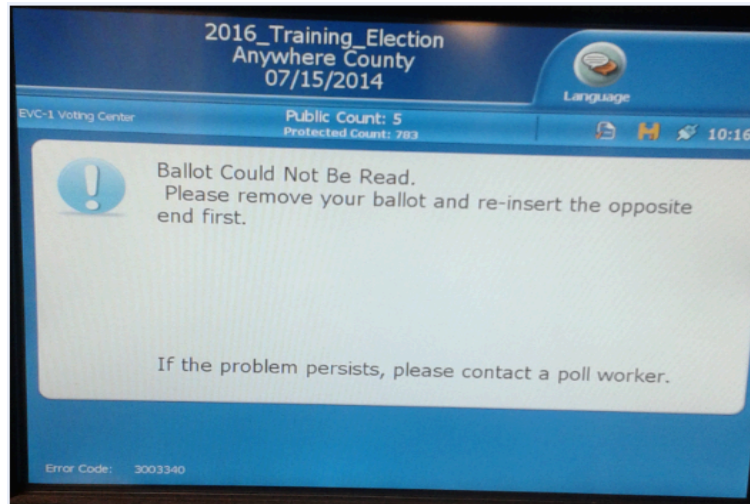
If the voter accidentally touches "Cast" instead of "Return," the voter is not eligible to vote again. When a voter's ballot is accepted by the scanning unit, there is no way to get that voter's ballot back. The voter may only be issued a provisional ballot.

11.10 Rejected Ballots

There may be a time when the scanning unit cannot read a ballot. That is called a rejected ballot.

A rejected ballot will cause the display screen to tell the voter to "remove and re-insert the opposite end first." If the ballot is still rejected, it must be spoiled by the voter. The voter will receive a replacement ballot. Tell a chief judge right away to assist the voter.

Figure 39 - "Ballot Could Not Be Read" Message on the Scanning Unit



11.11 During Voting Hours

1. Check that the scanning unit is plugged into power by checking the connected plugs icon next to the time throughout the **day**.

Figure 40 - Connected Plugs Icon on the Scanning Unit



2. If the battery icon is showing, the scanning unit is operating on battery power. Check the power connection to the scanning unit.

Figure 41 - Battery Icon on the Scanning Unit



11.12 Ending the Election



All voters who are in line at 8:00 p.m. are permitted to vote.

- o ***If possible, close the door to the polling room or building behind the last voter in line.***
- o ***If the line extends beyond the outside entrance, try to gather the eligible voters inside the building.***
- o ***Ask an election judge to stand at the end of the line. Let voters who are trying to get in the line know that voting has ended.***
- o ***Chief judges may delegate tasks to other election judges unless instructions specifically assign the tasks to the chief judges.***

11.12.1 Required Supplies

- o Scanning unit keys
- o *Scanning Unit Closing Integrity Report*
- o New tamper tape and seals
- o Clipboard
- o Pens
- o Tool to remove security seals or key to lock the outside of the scanning unit



Two chief judges must fill out 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 loudly enough for them to hear as you verify the information being recorded on the Scanning Unit Closing Integrity Report.

11.12.2 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 should not be removed until the last voter in line has voted at the end of the day. A bipartisan team of two election judges should remove the ballots from the

compartment and insert them into the scanning unit. If the scanning unit cannot read a ballot, contact the Montgomery County Board of Elections for instructions.

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

Figure 42 - Security Seal on the Emergency Ballot Compartment & Scanning Unit Closing Integrity Report



A

A

→

Scanning Unit Closing Integrity Report State of Maryland
2022 Governorial Primary Election

County/City: _____ Date: _____
 District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # <small>(Do Not Remove)</small>	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

To the best of our knowledge, the information on this report is true and accurate.
 Assisting Judge(s): _____
 Democratic Chief Judge: _____ Republican Chief Judge: _____

2. Remove and discard the security seal on the emergency ballot compartment.
3. Unlock the emergency ballot compartment using the flat scanning unit key.
4. Open the emergency ballot compartment door. Confirm that the emergency ballot compartment is empty. **CAUTION: Beware of sharp edges.**

Figure 43 - Opening the Emergency Ballot Compartment Door





Tell a chief judge right away if there are ballots inside the emergency ballot compartment. If there are ballots, a bipartisan team of two election judges should remove the ballots from the compartment and put them into the scanning unit to be counted. If the scanning unit cannot read a ballot, contact the Montgomery County Board of Elections for instructions.

5. Close and lock the emergency ballot compartment. A new security seal does not have to be applied.


Figure 44 - Closed Emergency Ballot Compartment



11.12.3 Closing the Main Ballot Box

1. Record the security seal number of the main ballot box in column B of the *Scanning Unit Closing Integrity Report*.

Figure 45 - Security Seal on the Main Ballot Box & Scanning Unit Closing Integrity Report



B

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election

State of Maryland

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Component Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

2. Remove and discard the security seal.
3. Unlock and open the main ballot box using the flat key.
4. Reach inside the main ballot box to close the lids loosely on the ballot transfer bin.

Figure 46 - Closing the Lids on the Ballot Transfer Bin



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

Figure 47 - Strap Handles on the Ballot Transfer Bin



6. Make sure that all ballots are inside the ballot transfer bin.
7. Check inside the main ballot box for any loose ballots. Put any loose ballots found inside the main ballot box into the ballot transfer bin.
8. 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.

Figure 48 - "Tongue-in-groove" Fit on the Ballot Transfer Bin



9. Close and lock the main ballot box using the flat key. A new security seal does not have to be applied.

Figure 49 – Closing and Locking the Main Ballot Box



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

Figure 50 – Locking Both Locks on the Ballot Transfer Bin



11. 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 off to the side.

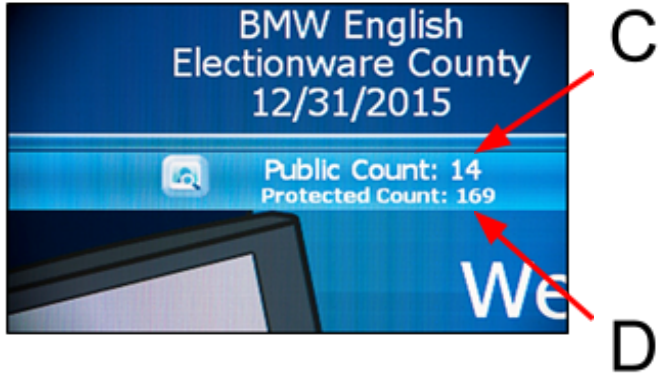
Figure 51 - Roller Handle on the Ballot Transfer Bin



11.12.4 Closing the Scanning Unit

- Record the final Public Count and Protected Count numbers in columns C and D on the *Scanning Unit Closing Integrity Report*.

Figure 52 - Public Count and Protected on the Scanning Unit & Scanning Unit Closing Integrity Report



C

D

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election
State of Maryland

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.


Scanning Unit #	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
1	Record	Record	Record	Record	Record	Record
2						

Scanning Unit #	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
1	Verify	Record	Record	Record	Record
2					

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

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

Figure 53 - Rear Access Door Tamper Tape & Scanning Unit Closing Integrity Report



E

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election
State of Maryland

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

Scanning Unit #	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
1	Record	Record	Record	Record	Record	Record
2						

Scanning Unit #	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
1	Verify	Record	Record	Record	Record
2					

To the best of our knowledge, the information on this report is true and accurate.
Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

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

Figure 54 - Front Access Door Tamper Tape & Scanning Unit Closing Integrity Report



Scanning Unit Closing Integrity Report State of Maryland
2022 Gubernatorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

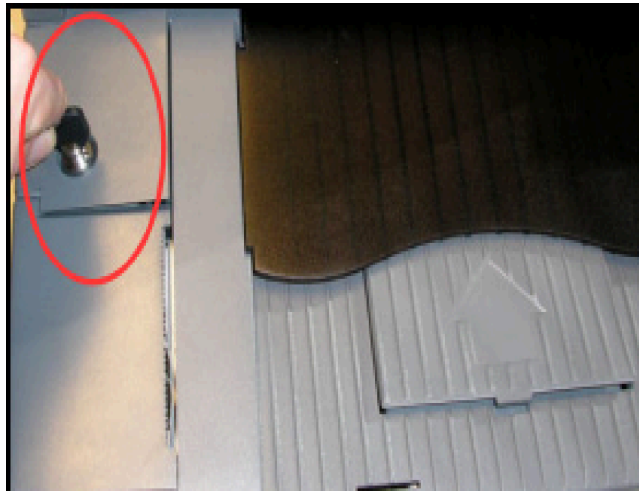
	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

4. Unlock and open the front access door using the round key.

Figure 55 - Unlocking the Front Access Door



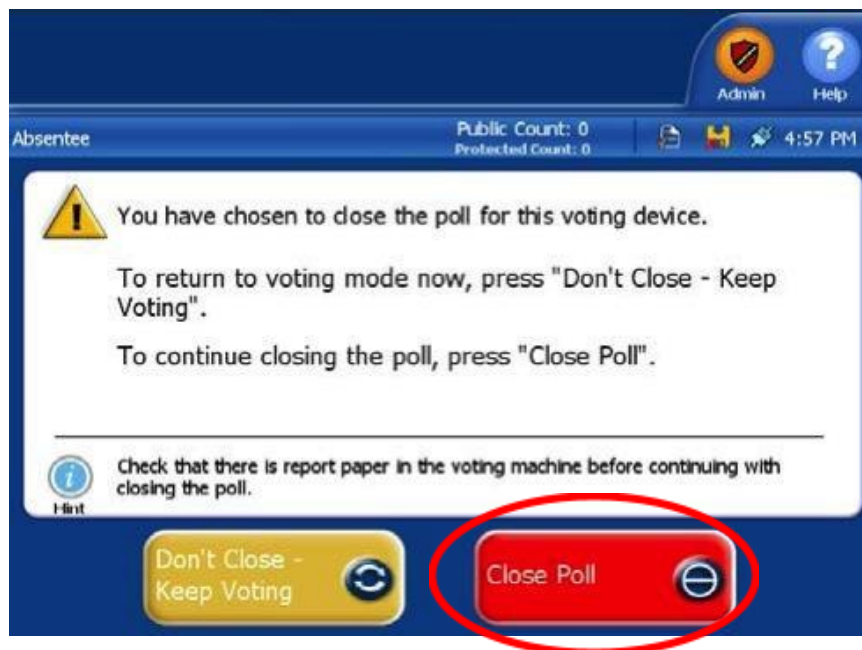
5. Push and hold down the "Close Poll" button for a second or two and release. The button will turn (flash) red.

Figure 56 - "Close Poll" Button in the Front Access Door



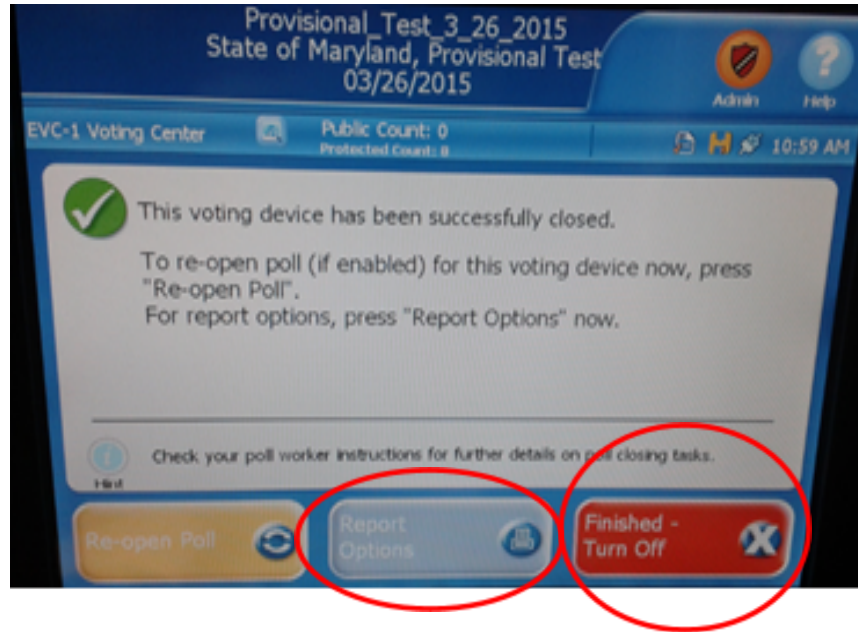
6. Touch the "Close Poll" button on the screen when the scanning unit display reads "You have chosen to close the poll for this voting device." Two "Results Reports" will automatically print.

Figure 57 - "Close Poll" Button on the Scanning Unit



7. After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed."
8. To manually print the third report for public viewing, press "Report Options".
 - a. In the "Report Type" box, press "Voting Totals"
 - b. In the "Report Level" box, press "Polling Place"
 - c. In the "Report Detail" box, press "Detailed"
 - d. Leave all choices blank in the "Miscellaneous" box
 - e. Press "Print Report". The third report will print.
 - f. Press "Cancel".

Figure 58 - "This voting device has been successfully closed" Message on the Scanning Unit



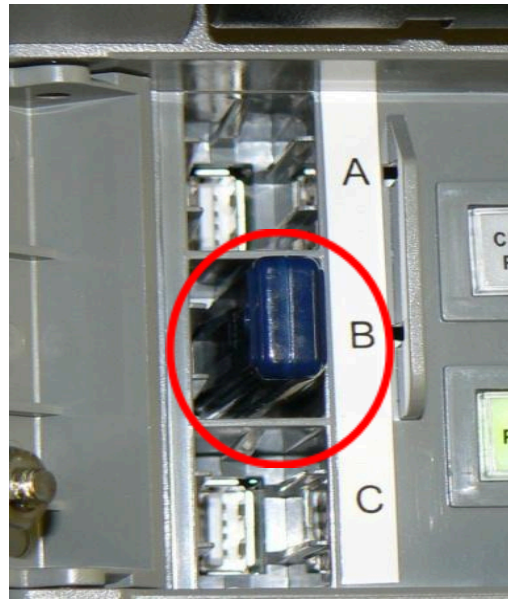
9. Separate the "Results Reports" into two individual reports.
 - a. Both chief judges sign the "Results Reports."
 - b. Place the first signed copy of the "Results Report" into the Red Memory Stick Security Bag.
 - c. Place the signed second copy of the Results Report" into the Black Memory stick Security Bag.
 - d. Post the third "Results Report" on an outside door or wall for public viewing.
10. Touch "**Finished – Turn Off**" button on the screen. Scanning unit powers off.
WAIT!



Make sure all lights in the front accessdoor compartment and on the display screen go completely dark. This process could take several minutes to complete.

11. Unplug the scanning unit from the power outlet.
12. Make sure all the lights have gone dark. Make sure 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.

Figure 59 - Memory Stick in the Front Access Door Compartment



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

Figure 60 – Front Memory Stick Serial Number & Scanning Unit Closing Integrity Report

G

Scanning Unit Closing Integrity Report
2022 gubernatorial Primary Election

State of Maryland

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A.	B.	C.	D.	E.	F.
	Removed Emergency Ballot Compartment Security Seal #	Removed Main Ballot Box Security Seal #	Public Count	Protected Count	Rear Access Door Tamper Tape # (Do Not Remove)	Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G.	H.	I.	J.	K.
	Front Memory Stick Serial #	Rear Memory Stick Serial #	NEW Scanning Unit Lid Seal #	Security Seal on Front of Ballot Transfer Bin	Number of VACs
Scanning Unit #	Record	Verify	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

14. Place the memory stick into the Red Memory Stick Security Bag to be secured for transport.

Figure 61 – Red Memory Stick Security Bag



15. Close and use the round key to lock the front access door. **DO NOT** apply tamper tape.

Figure 62 - Locking the Front Access Door on the Scanning Unit



16. Gently lower the display screen and lock the screen into place.

Figure 63 - Locking the Screen on the Scanning Unit



17. Use the round key to open the rear access door.

- Grasp and gently pull the rear memory stick straight out to remove it from the compartment.

Figure 64 – Rear Memory Stick in Rear Compartment



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

Figure 65 - Rear Memory Stick Serial Number & Scanning Unit Closing Integrity Report

H

Scanning Unit Closing Integrity Report
2022 Governor/ial Primary Election

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

Scanning Unit #	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
1	Record	Record	Record	Record	Record	Record
2						

Scanning Unit #	G. Front Memory Stick Serial #	H. Rear Memory Stick Serial #	I. NEW Scanning Unit Lid Seal #	J. Security Seal on Front of Ballot Transfer Bin	K. Number of VACs
1	Verify	Verify	Record	Record	Record
2					

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

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

- Put the rear memory stick in the Black Memory Stick Security Bag (with the second results reports).

Figure 66 - Rear Memory Stick Security Bag



21. Lock the rear access door. Do not apply new tamper tape.
22. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

Figure 67 - Locking the Lid of the Scanning Unit



23. Attach a new security seal to the scanning unit lid. Record the new seal number in column H of the *Scanning Unit Closing Integrity Report*.

Figure 68 - New Security Seal on the Lid & Scanning Unit Closing Integrity Report



State of Maryland

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

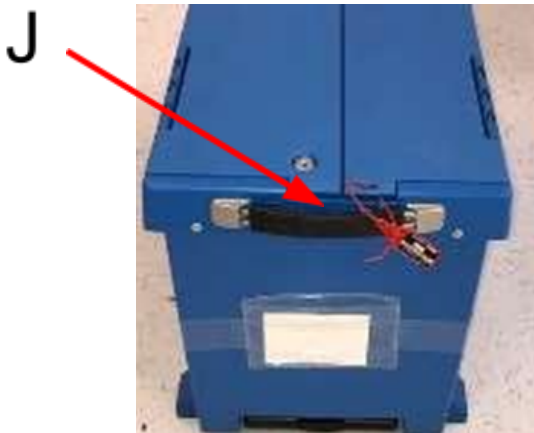
	G. Front Memory Stick Serial #	H. Rear Memory Stick Serial #	I. NEW Scanning Unit Lid Seal #	J. Security Seal on Front of Ballot Transfer Bin	K. Number of VACs
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

24. Apply a new security seal on the front of the ballot transfer bin lid. Record the seal number in column J of the *Scanning Unit Closing Integrity Report*.

Figure 69 - Security Seal on the Front of the Ballot Transfer Bin and Scanning Unit Integrity Report



State of Maryland

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election

County/City: _____ Date: _____
District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G. Front Memory Stick Serial #	H. Rear Memory Stick Serial #	I. NEW Scanning Unit Lid Seal #	J. Security Seal on Front of Ballot Transfer Bin	K. Number of VACs
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____
Democratic Chief Judge: _____ Republican Chief Judge: _____

27. Use the *Scanning Unit Closing Integrity Report* to complete the Chain of Custody forms.

- Fill in the rear memory stick serial numbers on the *Chain of Custody for the Black Memory Security Stick*.
- Fill in ballot transfer bin security seal numbers on the *Chain of Custody for Ballot Transfer Bins*.

28. The VOP-D will leave the precinct as soon as possible after closing the polls to transport the following items to the BOE assigned location:

- *Chain of Custody Form for the Black Memory Security Stick*
- *Chain of Custody Form for the Ballot Transfer Bins*
- All ballot transfer bins
- Black Memory Stick Security Bag containing the:
 - *Voting Totals* results reports form each scanning unit
 - Rear memory sticks from each scanning unit

29. Election judges will count the total number of voter authority cards from the voter authority envelopes and inform the chief judge of the total. Record the number of voter authority cards in column K of the *Scanning Unit Closing Integrity Report*.

Figure 70 - Scanning Unit Closing Integrity Report

Scanning Unit Closing Integrity Report
2022 Governorial Primary Election

State of Maryland

County/City: _____ Date: _____

District/Ward/Precinct: _____

After recording the numbers, discard removed security seals. Place removed tamper tape on the back of this form.
 Complete all gray areas.

	A. Removed Emergency Ballot Compartment Security Seal #	B. Removed Main Ballot Box Security Seal #	C. Public Count	D. Protected Count	E. Rear Access Door Tamper Tape # (Do Not Remove)	F. Removed Front Access Door Tamper Tape #
Scanning Unit #	Record	Record	Record	Record	Record	Record
1						
2						

	G. Front Memory Stick Serial #	H. Rear Memory Stick Serial #	I. NEW Scanning Unit Lid Seal #	J. Security Seal on Front of Ballot Transfer Bin	K. Number of VAG
Scanning Unit #	Verify	Record	Record	Record	Record
1					
2					

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

Assisting Judge(s): _____

Democratic Chief Judge: _____ Republican Chief Judge: _____

K

30. Use the Scanning Unit Closing Integrity Report to fill in the front memory stick serial numbers on the *Chain of Custody Form - Closing Judges, Red Memory Security Stick and Other Critical Materials*.

11.13 Packing the Scanning Unit

1. Pack the power cord with the gray surge protector into the back compartment of the scanning unit.

Figure 71 - Back Compartment of the Scanning Unit



2. Close and lock the back compartment door using the flat key.

Figure 72 - Locking the Back Compartment Door on the Scanning Unit



3. Release the parking brakes by tapping the vertical metal tabs forward with toe. **CAUTION: The metal tabs are sharp.**

Figure 73 - Releasing the Brakes on the Scanning Unit



4. Roll the scanning unit to the black transfer cart. Install the ramps on the bottom front of the black transfer cart. Two or more election judges roll the scanning unit into the cart for return to the Montgomery County Board of Elections.

Figure 74 - Rolling the Scanning Unit onto the Transfer Cart

