Voting Machine Pre-Computation-and-Canvass Procedure

Election Night

1. The Philadelphia Police Department will collect ExpressVote XL hopper sacks containing sealed hoppers with voted paper ballots, electronic poll books, and USBs from each polling place.
2. Police will drop off USBs, hopper sacks, and electronic poll books at the Election Warehouse at 11311 Roosevelt Blvd.
3. Staff will track to make sure all sacks have been returned, and hopper sack RFID tags will be scanned.

Wednesday Onward

1. In order to efficiently process these ballots, the Board hereby deputizes its staff, including temporary employees, handling the ballots to perform the following actions.
2. The Board of Elections intends to begin the voting machine pre-computation-and-canvass process as early as 9:00 a.m. on the day following Election Day at the Board of Elections ballot processing facility, 11311 Roosevelt Blvd.
3. Hopper sacks will be unloaded - hoppers laid out, seal cards placed on top, and provisional ballot envelopes gathered.
4. Staff will verify seals.
5. Staff will prepare the ballots for pre-canvassing and the Canvass:
    a. Staff will break seals using wire cutters and remove ExpressVote XL paper ballots.
    b. Ballots will be hand shuffled with at least six cuts to ensure a proper randomization of ballots.
    c. Rubber bands will be placed around each stack of ballots.
    d. The ward and division card will be removed from the hopper and placed under the rubber band.
    e. Repeat for all hoppers in a division, place all bundles of ballots for a division into a designated box for that ward.
6. Ballots will be securely stored until the Computation and Canvass.
7. Philadelphia Police will assign a detail to guard the ballots.