Chapter 11 – Scanning Unit

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

Required Supplies

- o Scanning Unit

- o Scanning unit keys (round key and flat silver key)

- o *Scanning Unit Opening Integrity Report*

- o Tamper Tape

- o New seals

- o Clipboard

- o Pens

- o Tool to remove security seals on the outside of the scanning unit

Setup

Pre-election set-up:

1. Install the ramp on the bottom front of the black transfer cart.

2. Remove the scanning unit from the black transfer cart. To prevent personal injury or equipment damage, this should be done by at least two (2) 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.

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.

11-2 Scanning Unit

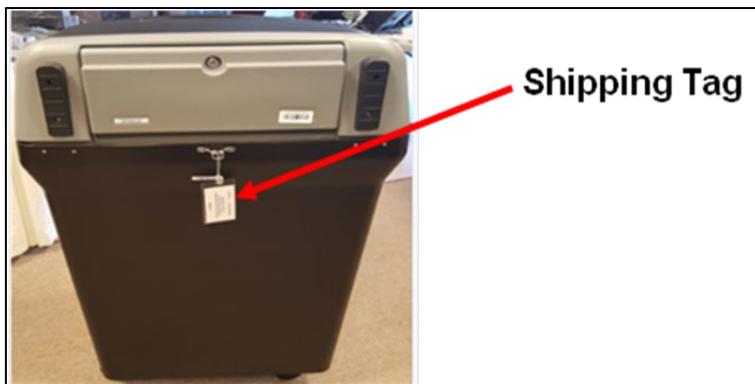**Figure - Picture of How to Roll the Scanning Unit**

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

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

11-4 Scanning Unit

Opening the Polls

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

Figure - Security Seal and Scanning Unit Opening Integrity Report

A

A

Main Ballot Box

Maryland State Board of Election
Scanning Unit Opening Integrity Report - 2026 Gubernatorial Primary Electi

County: Date: June   2026

District/Precinct:

1. Put all security seals you remove in the _____.
2. Attach the *Zero Report* and *Configuration Report* from each scanning unit to this report.
3. Post a *Zero Report* from 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)	
	Verify	✔	Record	Verify	✔	Record	Verify	✔	Verify	✔
1										
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	
	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔	Verify	✔
1												
2												

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

Democratic Chief Judge: _____   Republican Chief Judge: _____

Revised 7.23.2

2. Remove the security seal and put it in the location designated by the Montgomery County Board of Elections.

3. Unlock and open the main ballot box door using the flat scanning unit key.

Figure - Unlocked and Opened Main Ballot Box

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

Figure - 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 in the Chief Judges' Election Day Log.

Figure - Empty Main Ballot Box

6. 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

11-6 Scanning Unit

area. Place the seals in the location designated by the Montgomery County Board of Elections

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

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

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

9. Check the security seal number on the emergency ballot compartment door wi[th] column C on the *Scanning Unit Opening Integrity Report*. Remove the security s[eal] place in the location designated by the Montgomery County Board of Elections.

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

10. 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.

11-8 Scanning Unit

Figure - Opened Emergency Ballot Compartment Door

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

Figure - Raised Metal Flap on the Emergency Ballot Compartment Door

Emergency Ballot Compartment metal flap in up position.

12. Close, lock and reseal the emergency ballot compartment door.

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

13. Record the new security seal number in column D of the *Scanning Unit Opening Integrity Report.*

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

11-10 Scanning Unit

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

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

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

G

G

Scanning Unit Lid Seal

16. Remove the security seal. Use the flat scanning unit key to unlock the lid. Place the seal in the location designated by the Montgomery County Board of Elections.

Figure - Unlocking the Lid on the Scanning Unit

17. 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 - 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 - Serial Number & Scanning Unit Opening Integrity Report

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**.

11-12 Scanning Unit

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

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

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

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. Contact the Help Desk if further assistance is required.

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 - 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.

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

Figure - Election Code on the Scanning Unit

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

11-16 Scanning Unit

Figure - 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 - Precinct Name and Power Indicator on the Scanning Unit
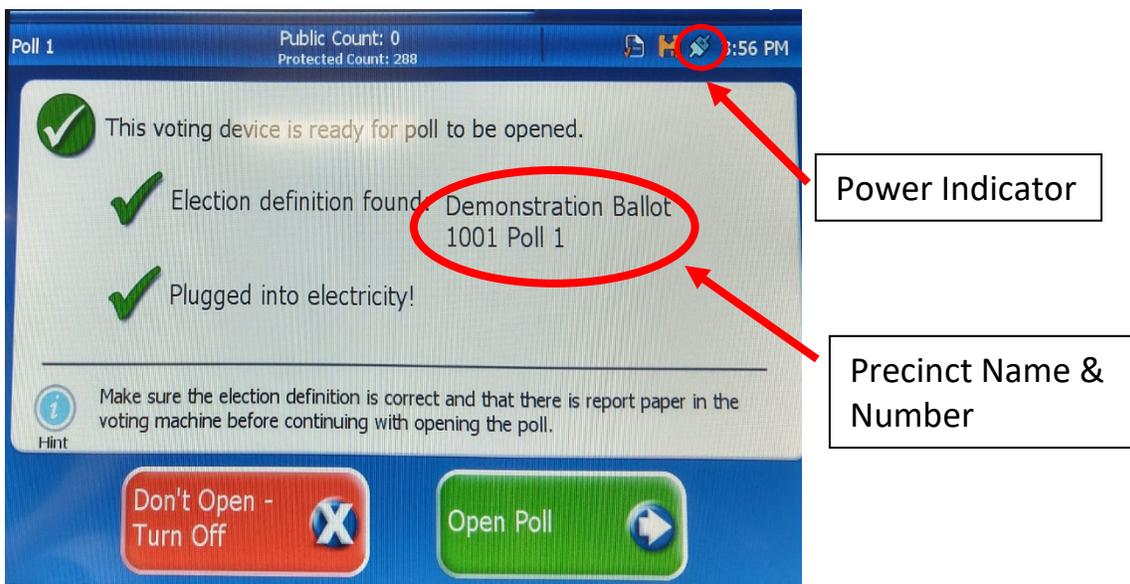
29. Two copies of the "Zero Report" will print automatically. Separate the "Zero Reports" into two reports:

   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. Touch "Go to Voting Mode."

Figure - "Go to Voting Mode" Button on the Scanning Unit
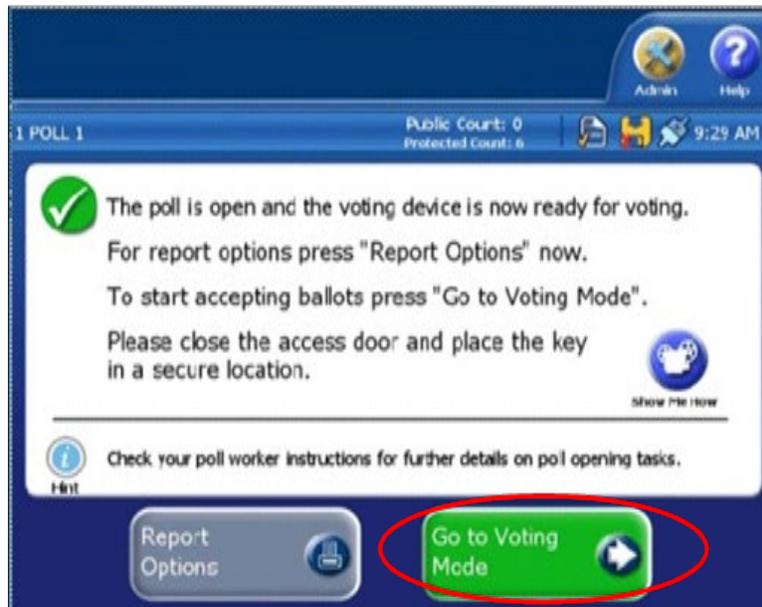
31. When the scanning unit is ready to receive ballots, the following screen appears.

Figure - Welcome Screen on the Scanning Unit
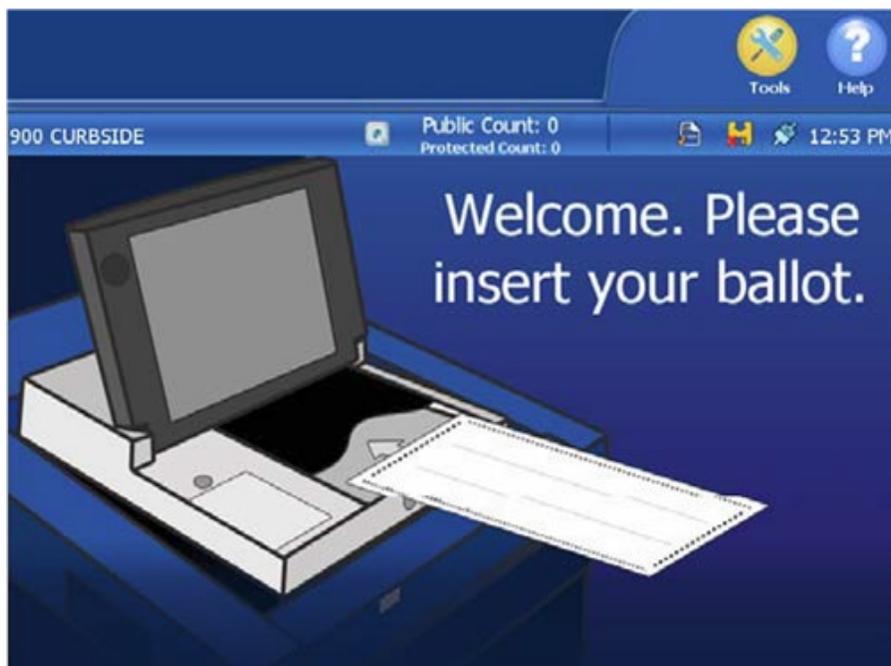
32. Put a privacy screen on each side of the scanning unit as the picture shows below.

Figure - Privacy Screens on the Scanning Unit

⚠ *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.*

Casting a Ballot

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 (2) 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 - Standing at Least Two Feet Away from the Scanning Unit

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

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.

11-20 Scanning Unit

Figure - 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 - 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 - "Thank you for voting" Screen on the Scanning Unit
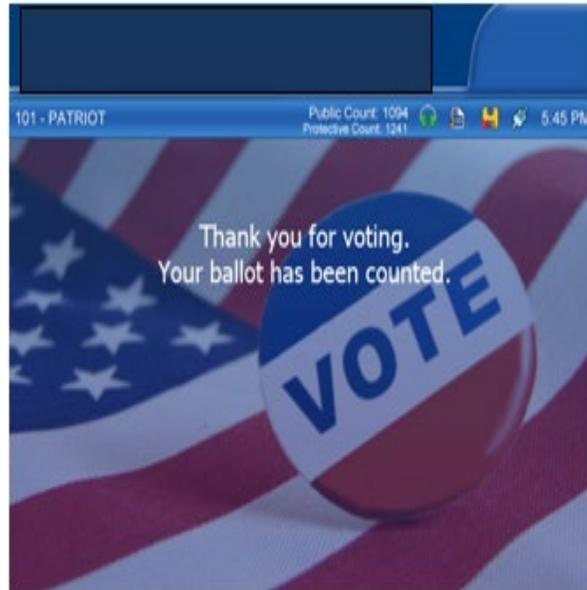
- Keep the voter authority card.

- 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.*

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.

11-22 Scanning Unit

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 - 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.*

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.

Blank Ballots

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

Figure - Blank Ballot Message on the Scanning Unit
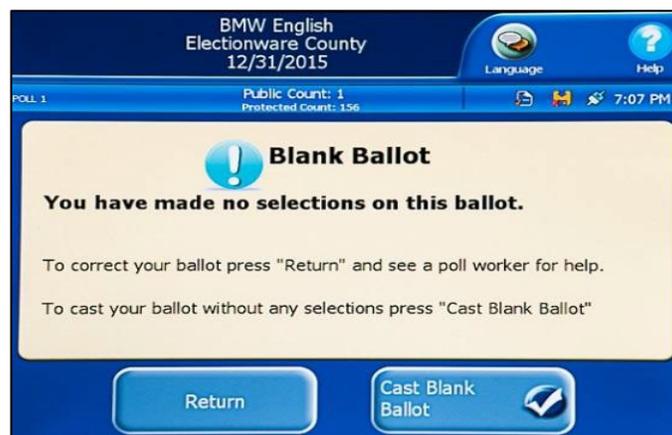
If a voter wants the ballot back to mark it by hand:

- Tell the voter to touch "Return."

- Give the voter authority card back to the voter. Tell the voter to put the voter authority card in the clear pouch on the front of the privacy sleeve.

- Tell a voting judge that the voter needs to mark the ballot. The voting judge will direct the voter to an available voting booth.

11-24 Scanning Unit

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.*

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 - "Ballot Could Not Be Read" Message on the Scanning Unit
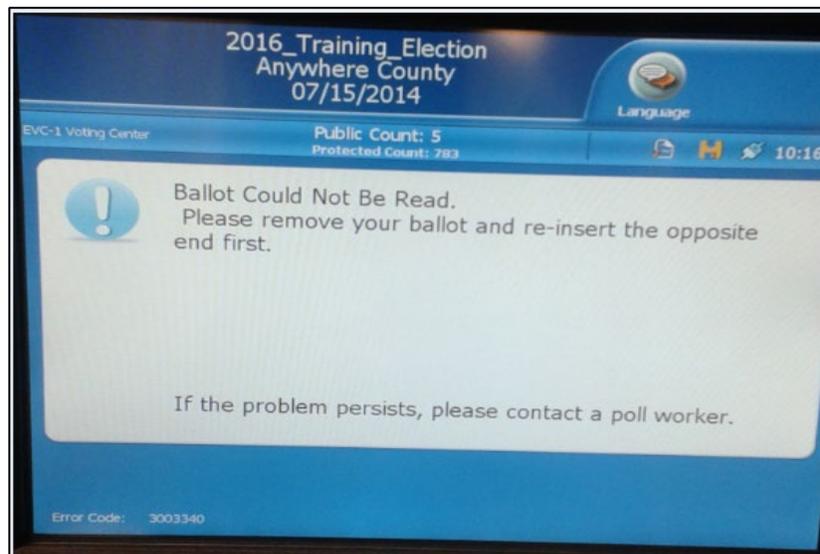
During Voting Hours

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

Figure - 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 - Battery Icon on the Scanning Unit

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.*

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*.***

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

2. Remove the security seal on the emergency ballot compartment and place in the location designated by the Montgomery County Board of Elections.

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 - 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 - Closed Emergency Ballot Compartment

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

2. Remove the security seal and place in the location designated by the Montgomery County Board of Elections.

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 - Closing the Lids on the Ballot Transfer Bin

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

11-30 Scanning Unit

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

Scanning Unit 11-31
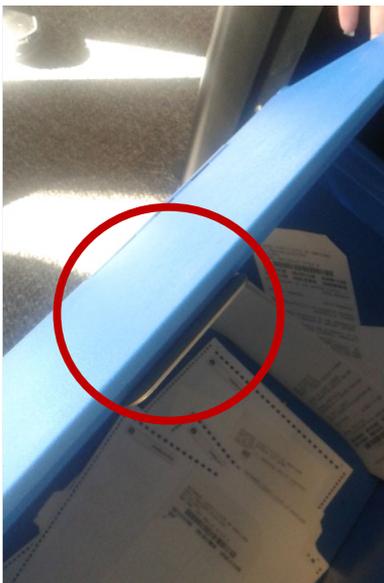
9. Close and lock the main ballot box using the flat key. A new security seal does not have to be applied.

Figure – Closing and Locking the Main Ballot Box

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

Figure – 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 for the VOP-D judge.

Closing the Scanning Unit

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

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

2. 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 - Rear Access Door Tamper Tape & Scanning Unit Closing Integrity Report

3. 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 - Front Access Door Tamper Tape & Scanning Unit Closing Integrity Report

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

Figure - 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.

11-34 Scanning Unit

Figure - "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 (2) "Results Reports" will automatically print.

Figure - "Close Poll" Button on the Scanning Unit
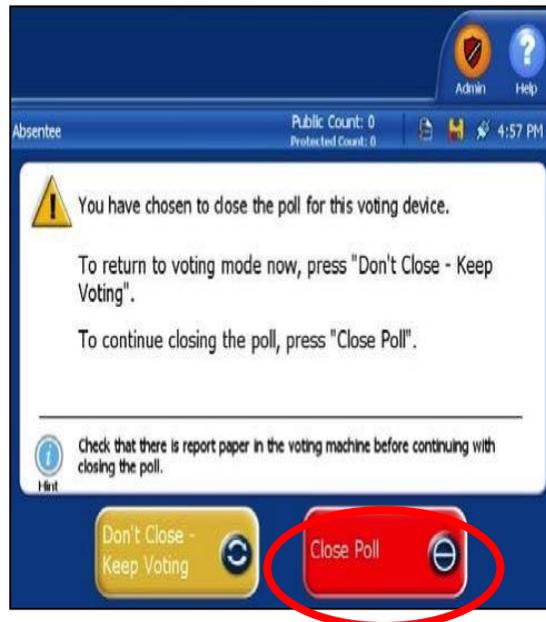
7. After the "Results Reports" have finished printing, the display screen reads "This voting device has been successfully closed."

Scanning Unit 11-35

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."

9. Separate the "Results Reports" into two (2) 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 and **WAIT!**
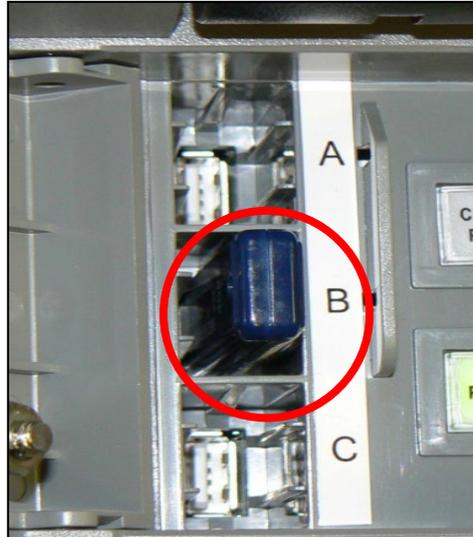
11-36 Scanning Unit

Figure - "This voting device has been successfully closed"
Message on the Scanning Unit
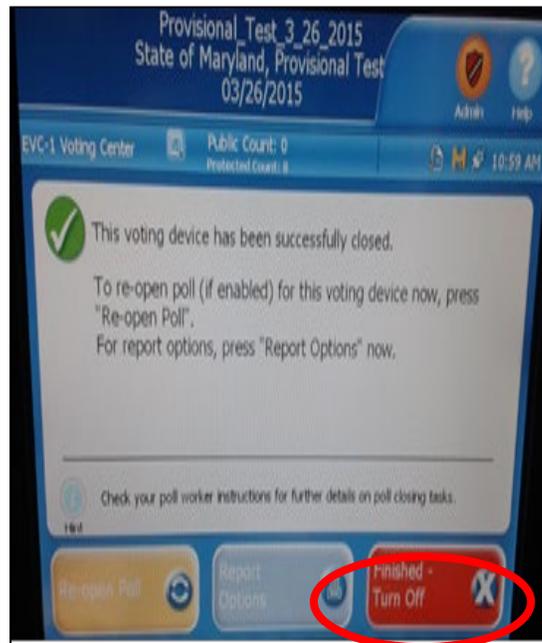
⚠️ *Make sure all lights in the front access door compartment and on the display screen to go* <u>*completely dark.*</u> *This process could take several minutes to complete.*

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 - 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*.

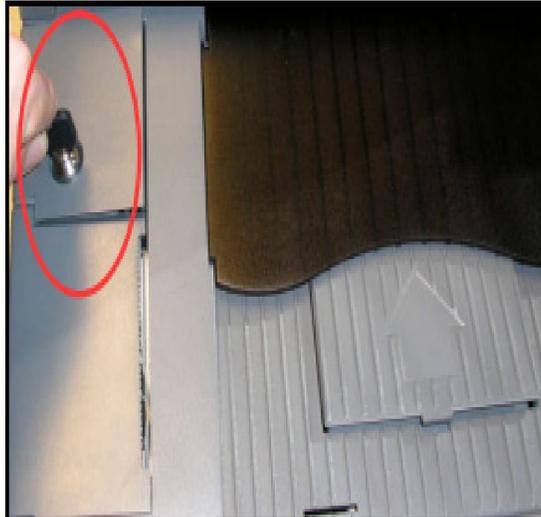**Figure - Memory Stick Serial Number & Scanning Unit Closing Integrity Report**

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

Figure – Red Memory Stick Security Bag

District 04

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

Figure - Locking the Front Access Door on the Scanning Unit

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

Figure - Locking the Screen on the Scanning Unit

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

Scanning Unit 11-39

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

Figure – Rear Memory Stick in Rear Compartment

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

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

20. Put the rear memory stick in the Black Memory Stick Security Bag with the second "Results Report").

Figure – Rear Memory Stick Securty Bag

21. Lock the rear access door. Do not apply new tamper tape.

11-40 Scanning Unit

22. Carefully lower the lid while holding the latches and use the flat key to lock the lid.

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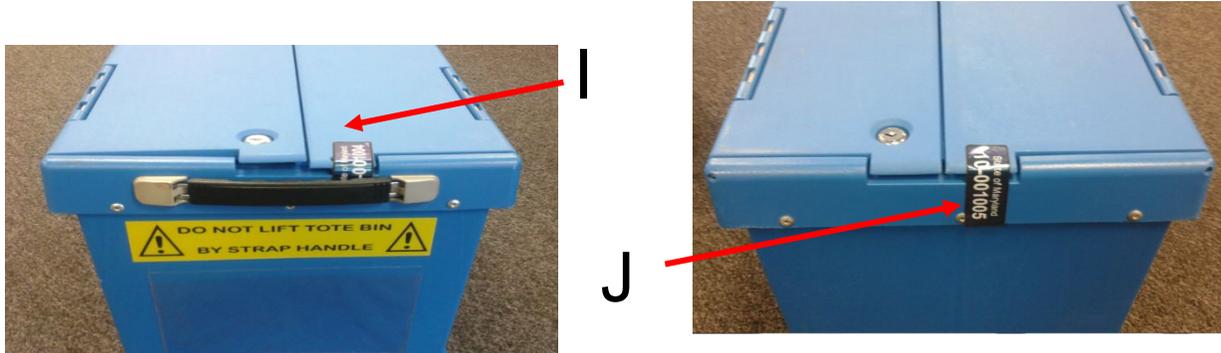
Figure - New Security Seal on the Lid & Scanning Unit Closing Integrity Report

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

Figure - Security Seal on the Front and Rear Sides of the Ballot Transfer Bin

Figure - Scanning Unit Closing Integrity Report

25. 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 a secure location in the polling place. The ballot transfer bin will remain sealed and will be transported by VOP-D to the designated regional upload site determined by the Montgomery County Board of Elections.

Figure - Roller Handle on the Ballot Transfer Bin

26. 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.*

27. 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:

        o *Voting Totals* results reports form each scanning unit

        o Rear memory sticks from each scanning unit

28. 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*.

29. 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.*

Figure - Scanning Unit Closing Integrity Report

Packing the Scanning Unit

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

Figure - Back Compartment of the Scanning Unit

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

11-44 Scanning Unit

Figure - 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 - 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 to the black transfer cart to be loaded for return to the Montgomery County Board of Elections.

Figure - Rolling the Scanning Unit onto the Transfer Cart

11-46 Scanning Unit