

# Drop Box Opening and Setup



Whether you are setting up a temporary ballot drop box or a 24-hour location, you will need to plan for a ballot retrieval team to set up, open, and secure the drop boxes for voters to deposit their voted ballots.

## Temporary Ballot Drop Boxes

### Supplies:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Cable or bike lock
- Applicable signage
- Tables and chairs (if necessary)
- “I Voted” stickers (optional)
- Voter information sheet (optional)
- Voter registration forms (optional)

*Voter information sheets, “I Voted” stickers, and other voting related information may be placed near the drop box.*

## Drive-Through Ballot Drop Boxes

Drive-through ballot drop boxes might be set up in a parking lot or on the street depending on the location. For all street-related setups, there should be a law enforcement officer present to guide the setup and maintain safety throughout the day.

When setting up in a parking lot, consider the use of “no parking” signs. These signs can be left out overnight to ensure no vehicles park in the area to be used for the drive-through location.

### Supplies should be delivered, including:

- Locked and sealed ballot drop boxes or bags
- Tamper-evident seals
- Chain of custody logs
- Phone numbers to call for support/emergencies
- Set-up maps/documentation
- Pop-up tent
- Road signs
- Orange cones
- Table and chairs
- “I Voted” stickers (optional)
- Propane heater (during cold weather months)
- Flashlights or lanterns

### Bipartisan teams should:

- 1** Position road signs and cones according to provided map or instructions.
- 2** Set up the tent and position according to the provided map or instructions.
- 3** Set up the folding table and chairs.
- 4** Place the ballot drop box on the table.
- 5** Set up the heater and propane tank if needed.

## 24-Hour Ballot Drop Boxes

Permanent, 24-hour drop boxes should be available for voters to use as soon as ballots are mailed. This requires staff or ballot retrieval teams to inspect, clean, and open the ballot drop slot on each drop box. An assigned route for opening should be created along with a checklist or log to ensure all ballot drop boxes have been opened.

### Each retrieval team will need:

- Slot key
- Access door key
- Phone numbers to call for support/emergencies
- Cleaning supplies
- Silicone spray (for locks)
- Flashlight
- Inspection checklist or chain of custody form

### For setup and opening of 24-hour ballot drop boxes, retrieval teams will:

#### 1. UNLOCK

- Open the ballot slot, using the slot key.
- Open the access door, using the access door key.

#### 2. INSPECT AND CLEAN

- Visually inspect the drop box and surrounding areas.
- If there is any graffiti or wrap damage, the retrieval team will clean or repair as best they can.  
*If unable to clean or repair it thoroughly, use mobile phone to take pictures and note the damage on the chain of custody form.*
- Wipe down the exterior, top and slot area of the drop box.
- Spray the locks with silicone spray and ensure they can be easily locked and unlocked.
- Both retrieval team members visually inspect the drop box interior for ballots or any type of debris.
- Use a mobile phone to take a picture as time-stamped proof the ballot drop box is empty.

#### 3. SEAL AND RECORD

- Close and lock the access door using the access door key.
- Place a security seal on the access door and record seal number on a chain of custody form.
- Complete and sign the retrieval form or chain of custody form.