Mail Receipt Operation
Step by Step Instructions

USPS/Commercial delivered return mailers: (Domestic/UOCAVA/Email/ Undeliverables)

1) Two staff elections officers **pick up** mail from FFX Co mailroom between 11am-12 pm Mon thru Fri and take to designated workroom.

2) **Sort** return mailers by category and place into designated trays as follows:

   a. Domestic and UOCAVA digital/drop box – red trays
   b. UOCAVA Email – blue trays
   c. Undeliverables – USPS gray trays

3) As you're sorting, **pull-out** return mailers missing names, address, or signatures (regardless of category). Rubber band the mailers, add a sticky note "black box", and place in front of tray.

4) **Date-stamp and count** return mailers using automated mail Envelopener. **Do NOT open return mailers.**

5) **Create** daily return mailer bundle chain of custody logs by return mailer category (domestic/UOCAVA digital, UOCAVA email, drop box). For small mailer bundles, **wrap/attach** each return mailer log to its group of return mailers. For large return mailer bundles (tray-sized), place bundle log on top of tray. Ensure voter information is facing the front of the tray.

6) **Record** daily counts by category on master log. **Log** "black box" mailer count in with the count for its associated category.

7) For email return mailers **count by hand** and **record** on master log. **Date-stamp** mailers using portable date-stamper. **Do NOT open mailers.**

8) On a sticker on the outside of each tray, **write** the date the return mailers were received in the office and the return mailer bundle number, e.g., 9-20-1. Keep the return mailers and trays in date order.

9) **Place** trays in tray truckers located in secure room and hold until next workday.

10) **Next** workday, two staff elections officers transfer custody of return mailers to Check-in Team (e.g., 24 Sep mailers taken to Check-in Team on 25 Sep).

Drop box return mailers (Government Center/early voting satellite locations)

1) Two staff elections officers **check/pick-up** return mailers from Government Center 24/7 and elections office drop boxes daily. Keys are required to open secure drop boxes.

2) **Use** security case with numbered zip tie to **secure and transport** return mailers to workroom.

3) Rover **delivers** return mailers from early voting satellites to elections office Mon thru Sat in Trip LOK Ballot Security bag. Store in secure location until next workday.

4) **Separate, date-stamp, and count** return mailers as detailed in the above instructions. Create return mailer bundle chain of custody log.

Keep drop box/satellite return mailers separate from USPS/commercial delivered return mailers, store in different trays, and maintain separate count sheets.