



Office of the  
**PHILADELPHIA**  
CITY COMMISSIONERS

Pre-Canvas Ballot Procedure

### Election Night

1. Hopper sacks containing sealed hoppers with voted ballots will be collected by the Philadelphia Police Department when they collect the USBs
2. Police will drop off USBs at their designated Regional Transmission Center (RTC) before proceeding to the Central Drop-off Location
3. At the Central Drop-off Location, Police will transfer all hopper sacks to City Commissioners staff
4. Commissioners staff will track to make sure all sacks have been returned, and chain of custody forms will be signed
5. Hopper sacks will be loaded into box trucks
6. After all sacks have been loaded, box trucks will be escorted by Philadelphia Police to designated overnight location
7. Philadelphia Police will assign a detail to guard the box trucks election night into Wednesday

### Wednesday Onward

1. Beginning Wednesday morning, hopper sacks will be unloaded from box trucks into FBI space at 4700 Wissahickon Ave and grouped into Wards
2. All box trucks must be unloaded by the end of the day Wednesday
3. Hopper sacks will be unloaded - hoppers laid out, seal cards placed on top, and provisional ballot envelopes placed in boxes to be transported to 520 N Christopher Columbus office
4. Verify seals
5. Break seals, using wire cutters, remove paper ballots
  - a. Paper ballots are to be hand shuffled with at least six cuts to ensure a proper randomization of ballots
  - b. Place rubber band around stack of ballots and remove ward and division card from hopper and place card under rubber band
  - c. Repeat for all hoppers in a division, place all bundles of ballots for a division into a bag, place bag in designated box for that ward
6. Store ballots
7. All personnel handling the ballots will be deputized.
8. The public may be permitted to observe the process at 4700 Wissahickon Avenue to the extent practical as determined by, and in the sole discretion of, the Board of Elections and/or City Commissioners' staff present at the location.
9. The Board of Elections intends to begin the shuffling process as promptly as possible after box trucks and hopper sacks are unloaded. The shuffling process may begin as early as 7:00 a.m. on Wednesday, November 6, 2019.