



BALLOT TRANSPORTER MANUAL
CALIFORNIA GUBERNATORIAL RECALL ELECTION
September 14, 2021

August 2021

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Overview

The Humboldt County Office of Elections is committed to ensuring ballot transporters have the information and resources needed to make the 2021 California gubernatorial Recall Election successful.

Contact Information

Before the election, ballot transporters are encouraged to contact the Office of Elections with questions.

During the election, the Office of Elections will have a team of people available to answer questions and troubleshoot issues.

Humboldt County Office of Elections

2426 6th Street, Eureka
707-445-7481
<https://humboldt.gov/elections>

Lucinda Jackson

Office: 707-445-7481
Cell: 707-599-0417 (text)
Email: ljackson@co.humboldt.ca.us

Emergencies

Please put safety first. If a medical or life-threatening emergency occurs, contact 9-1-1. Then call the Office of Elections to report the emergency (Business Hours: 707-445-7481 / Non-Business Hours: 707-599-0417).

Ballot Drop Box Locations & Hours

The Humboldt County Office of Elections has ten (10) ballot drop box locations for the California Gubernatorial Recall Election on September 14, 2021. By law, drop boxes must be open for voters beginning 28 days (August 17) before Election Day. Ballot drop boxes will remain open until the polls close on Election Day (September 14) at 8 pm.

Of the ten (10) ballot drop boxes, one (1) ballot drop box is located at the Humboldt County Office of Elections outside of the building. The remaining nine (9) ballot drop boxes are located within business establishments that have operating hours and security cameras.

The Humboldt County Office of Elections will set-up ballot drop boxes at designated locations on or before August 17. Ballot pick-up schedules will begin on August 19.

Ballot drop boxes have been placed at the following business establishments:

Humboldt County Office of Elections

Location: 2426 6th Street, Eureka
Hours: 7 am—7 pm

Ray's Food Place—Willow Creek

Location: 38915 Hwy 299, Willow Creek
Hours: Everyday, 7 am—10 pm

Murphy's Market—Trinidad

Location: 1 Main St, Trinidad
Hours: Everyday, 7 am—10 pm

Murphy's Market—Glendale

Location: 1451 Glendale Dr, McKinleyville
Hours: Everyday, 7 am—10 pm

Ace Hardware—McKinleyville

Location: 2725 Central Ave, McKinleyville
Hours: M-F, 7:30 am—7 pm / Weekends, 8 am—6 pm

Murphy's Market—Westwood

Location: 100 Westwood Ctr, Alliance Rd, Arcata
Hours: Everyday, 7 am—10 pm

Murphy's Market—Sunny Brae

Location: 785 Bayside Rd, Arcata
Hours: Everyday, 7 am—10 pm

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Murphy’s Market—Cutten

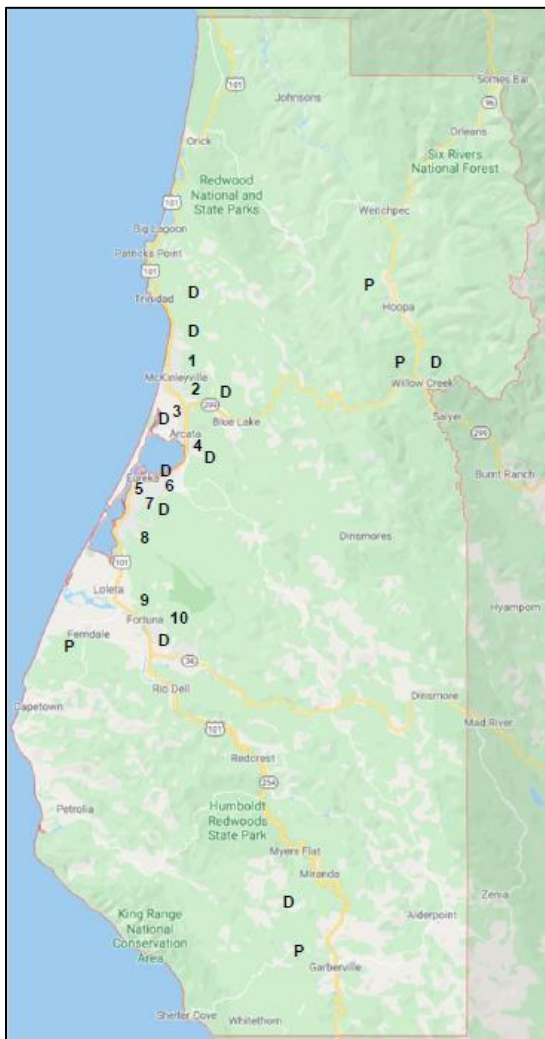
Location: 4020 Walnut Dr, Eureka
Hours: Everyday, 7 am—10 pm

Ray’s Food Place—Fortuna

Location: 2009 Main St, Fortuna
Hours: Everyday, 7 am—10 pm

ShopSmart—Redway

Location: 3430 Redwood Dr, Redway
Hours: Everyday, 7 am—10 pm



California gubernatorial Recall Election September 14, 2021

Voter Assistance Centers

Note: Voter Assistance Center locations are subject to change.

Dates and Hours:
September 11—September 13, 2021 (8 am—4 pm)
September 14, 2021 (7 am—8 pm)
Pop-up Locations: September 14, 2021 (7 am—8 pm)

Mark-er	Voter Assistance Center	Location
1	McKinleyville Union Middle School	2285 Central Ave, McKinleyville
2	Azalea Hall	1620 Pickett Rd, McKinleyville
3	Pacific Union School	3001 Janes Road, Arcata
4	Sunny Brae Middle School	1430 Buttermilk Lane, Arcata
5	Jefferson School Community Center	1000 B St, Eureka
6	Humboldt County Office of Elections	2426 6th St, Eureka
7	Pacific View Charter School	115 Henderson St, Eureka
8	College of the Redwoods	7351 Tompkins Hill Rd, Eureka
9	Fortuna Veterans Memorial Building	1426 Main St, Fortuna
10	Fortuna Community Health Center - Open Door	3750 Rohnerville Rd, Fortuna
P	Pop-up Locations	
	Hoopa Neighborhood Facility	11860 Hwy 96, Hoopa
	Willow Creek Community Services Dist.	135 Willow Rd, Willow Creek
	Humboldt County Fairgrounds	1250 5th St, Ferndale
	Redwood Playhouse	286 Sprowel Creek Rd, Garberville

Ballot Drop Box Locations (D)

Dates and Hours:
August 17 — September 14, 2021
Drop boxes will be sealed on September 14, 2021 at 8 pm.

Drop Box	Location
Humboldt County Office of Elections	2426 6th St, Eureka
Ray’s Food Place—Willow Creek	38915 Hwy 299, Willow Creek
Murphy’s Market—Trinidad	1 Main St, Trinidad
Murphy’s Market—Glendale	1451 Glendale Dr, McKinleyville
Ace Hardware—McKinleyville	2725 Central Ave, McKinleyville
Murphy’s Market—Westwood	100 Westwood Center, Alliance Rd, Arcata
Murphy’s Market—Sunny Brae	785 Bayside Rd, Arcata
Murphy’s Market—Cutten	4020 Walnut Dr, Eureka
Ray’s Food Place—Fortuna	2009 Main Street, Fortuna
ShopSmart—Redway	3430 Redwood Dr, Redway

Team Assignments & Routes

Starting August 19, ballot transport teams will alternate route pick-up schedules. Pick-up schedules will alternate between two ballot transport teams assigned to a regional route. Refer to the Team Assignments & Contact Information form found in the ballot transporter binder for team assignments and contact information.

Routes

Ballot transporter teams will be assigned to one of four routes:

- North: McKinleyville and Trinidad
- East: Glendale and Willow Creek
- Eureka / Arcata: Eureka and Arcata
- South: Fortuna and Redway

Backup Procedures

If a ballot transport team is unable to work (e.g. illness, family emergency), the remaining ballot transport team assigned to that regional route will perform ballot transport duties for both route schedules.

IMPORTANT: Contact the Humboldt County Office of Elections immediately at if you are unable to work (Business Hours: 707-445-7481 / Non-Business Hours: 707-599-0417).

Ballot Transporter Conduct

Oath of Office

Ballot transporters must complete and return a signed oath of office to the Humboldt County Office of Elections declaring faithful discharge of the duties of ballot transporters for the election. The oath of office must be signed in front of a witness and the witness must sign the lower left-hand portion of the oath form.

Identification Badge

Ballot transporters will be issued official photo identification badges that include the ballot transporters name, title, photo, and name and date of this election. Ballot transporters must carry this identification badge on their person while performing ballot transporter functions and work tasks.

Political Neutrality

Ballot transporters are an extension of the Humboldt County Office of Elections and must remain politically neutral. This includes refraining from the following:

- Wearing political clothing (e.g. messaging, graphics, or slogans) or accessories while performing ballot transporter functions and work tasks.
- Discussing political issues while performing ballot transporter functions and work tasks.

Security & Security Seals

Ballot Transport Chain of Custody

The “Chain of Custody” refers to keeping complete control of ballots from the time they are retrieved from the ballot drop box or voter assistance center until they are delivered to the Office of Elections. Ballot transporters will complete the ballot drop box ballot transport form for ballot pick-up at each assigned ballot drop box location. Ballot transporters will complete the voter assistance center ballot transport form for ballots picked up at each assigned voter assistance center.

Security Seals

The Secretary of State requires that ballots being transported be sealed to maintain security. When retrieving ballots from ballot drop boxes, a yellow beaded seal must be placed on the bag removed from inside the ballot drop box. The seal number must be logged on the ballot drop box transport form. Ballots being picked up from voter assistance centers will be in transport bags secured by yellow beaded seals. The seal number must be logged on the voter assistance center ballot transport form.



Yellow beaded seal pictured above.

Ballot Drop Box Codes & Operation

Ballot transporter team binders will include necessary codes and instructions to seal the ballot box and return it to the Office of Elections on Election Night. See Section 8: Election Night Drop Box Seal & Return for more information.

Drop Box Ballot Pick-up

Ballot Drop Box Regional Routes

Route	Locations
North 1	Ace Hardware—McKinleyville Murphy's Market—Trinidad
North 2	Ace Hardware—McKinleyville Murphy's Market—Trinidad
East 1	Murphy's Market—Glendale Ray's Food Place—Willow Creek
East 2	Murphy's Market—Glendale Ray's Food Place—Willow Creek
South 1	Ray's Food Place—Fortuna ShopSmart—Redway
South 2	Ray's Food Place—Fortuna ShopSmart—Redway
Eureka / Arcata 1	Murphy's Market—Cuttan Murphy's Market—Sunny Brae Murphy's Market—Westwood
Eureka / Arcata 2	Murphy's Market—Cuttan Murphy's Market—Sunny Brae Murphy's Market—Westwood

Ballot Drop Box Team Assignments & Schedule

Route	Locations	Dates			
North 1	Ace Hardware—McKinleyville Murphy's Market—Trinidad	August 19 September 4	August 23 September 10	August 27 September 13	August 31
North 2	Ace Hardware—McKinleyville Murphy's Market—Trinidad	August 21 September 6	August 25 September 8	August 29 September 12	September 2 September 14
East 1	Murphy's Market—Glendale Ray's Food Place—Willow Creek	August 19 September 4	August 27 September 10	August 29 September 11	September 2 September 12
East 2	Murphy's Market—Glendale Ray's Food Place—Willow Creek	August 21 September 6	August 23 September 8	August 25 September 13	August 31 September 14
South 1	Ray's Food Place—Fortuna ShopSmart—Redway	August 19 September 4	August 23 September 8	August 27 September 11	August 31 September 13
South 2	Ray's Food Place—Fortuna ShopSmart—Redway	August 21 September 6	August 25 September 10	August 29 September 12	September 2 September 14
Eureka / Arcata 1	Murphy's Market—Cutten Murphy's Market—Sunny Brae Murphy's Market—Westwood	August 19 September 4	August 23 September 8	August 27 September 11	August 31 September 13
Eureka / Arcata 2	Murphy's Market—Cutten Murphy's Market—Sunny Brae Murphy's Market—Westwood	August 21 September 6	August 25 September 10	August 29 September 12	September 2 September 14

Ballot transporter teams should schedule their route to ensure they arrive to the Office of Elections:

- August 19 - September 10: 3-5 pm
- September 11 - 13: 4-6 pm
- September 14: After 8 pm

If no ballots are collected during an assigned route from August 19 - September 10, contact the Office of Elections to report that no ballots have been collected (Business Hours: 707-445-7481 / Non-Business Hours: 707-599-0417). Complete a Ballot Drop Box Transport Form reflecting that no ballots have been collected. Hold the form in the ballot transporter team binder and return the form on the next assigned day.

August 18 - September 14, 2021

ROUTE SCHEDULE

Ballot Drop Box Pick-up

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				August 19 North 1 South 1 East 1 Eka/Arc 1	August 20	August 21 North 2 South 2 East 2 Eka/Arc 2
August 22	August 23 North 1 South 1 East 2 Eka/Arc 1	August 24	August 25 North 2 South 2 East 2 Eka/Arc 2	August 26	August 27 North 1 South 1 East 1 Eka/Arc 1	August 28
August 29 North 2 South 2 East 1 Eka/Arc 2	August 30	August 31 North 1 South 1 East 2 Eka/Arc 1	September 1	September 2 North 2 South 2 East 1 Eka/Arc 2	September 3	September 4 North 1 South 1 East 1 Eka/Arc 1
September 5	September 6 North 2 South 2 East 2 Eka/Arc 2	September 7	September 8 North 2 South 1 East 2 Eka/Arc 1	September 9	September 10 North 1 South 2 East 1 Eka/Arc 2	EARLY VOTING DAY 1 September 11 North 1 South 1 East 1 Eka/Arc 1
EARLY VOTING DAY 2 September 12 North 2 South 2 East 1 Eka/Arc 2	EARLY VOTING DAY 3 September 13 North 1 South 1 East 2 Eka/Arc 1	ELECTION DAY September 14 North 2 South 2 East 2 Eka/Arc 2				

Ballot Transport Bags

Ballot transport bags include a label in the side pocket with unit number and location assignment. When inserting an empty ballot transport bag into a ballot drop box unit, please verify the correct unit/location bag is being inserted.

Teams will be issued empty black transport bags for each unit they are assigned. When ballot transport teams return sealed ballot transport bags to the Office of Elections, empty ballot transport bags will be issued to the team. NOTE: Ballot transport bags with voted ballots must have a yellow-beaded seal securely affixed from the time the ballot transport bag is collected from the ballot drop box until it arrives to the Office of Elections.

Removing Ballots from the Ballot Drop Box

Complete the following sequence to remove ballots from the ballot drop box:

1. Unlock the ballot drop box.
2. Remove the interior bag containing voted ballots.
3. Zip ballot transport bag closed. Affix yellow-beaded seal to securely seal bag.
4. Log the beaded seal number on the ballot drop box transport.
5. Place a new bag inside the ballot drop box.
6. Lock the front door of the ballot drop box. Test the closed box to ensure the latch is closed and box is securely locked.

How to Complete Ballot Drop Box Transport Form

1. Write the date of ballot pick-up.
2. Write the time of arrival to the ballot drop box location.
3. Print ballot transporter names.
4. Print name of the facility and box unit number.
5. Circle "YES" if ballots were collected from the ballot drop box. Circle "NO" if no ballots were collected.
6. Circle "YES" if there is a 60" circle or 72" by 36" "T" turning space in front of or next to the ballot drop box. If there is not, request the store manager assist in creating a space. Report barriers to Office of Elections.
7. Circle "YES" if a security seal was placed on the ballot bag. Circle "N/A" if no ballots were collected from the ballot drop box.
8. Write the seal number. If no ballots were retrieved from the ballot drop box, write "N/A".
9. Write the time the ballot drop box was sealed and the ballot transport team departed.
10. Both ballot transporters sign initials.

NOTE: Ballot transporters will complete a different Ballot Drop Box Transport Form on Election Night with "ELECTION NIGHT: SEPTEMBER 14, 2021" written across the top.

Early Voting Ballot Pick-up

The Humboldt County Office of Elections has 10 voter assistance centers for the California gubernatorial Recall Election that will have the following operating hours:

Saturday, September 11:	8 am – 4 pm	Early Voting Day 1
Sunday, September 12:	8 am – 4 pm	Early Voting Day 2
Monday, September 13:	8 am – 4 pm	Early Voting Day 3
Tuesday, September 14:	7 am – 8 pm	Election Day

Ballot transport teams will be assigned to the below nine (9) voter assistance centers open for the period of September 11 – September 13. Ballot transport teams will pick-up precinct and vote by mail ballots from specific voter assistance centers and return them to the Office of Elections. Ballot pick-up will occur from 4:30-5:30 pm.

NOTE: On Early Voting Day 3 (September 13), ballot transporter teams will additionally pickup two (2) Scan voting units. Please verify that yellow beaded seals are located on the handle of the Scan units when taking possession. Record Scan unit numbers and seal numbers on the Voter Assistance Center Ballot Transport Form for Early Voting Day 3.

Voter Assistance Center (VAC) Locations & Pick-up Schedule

Route	VAC	Locations	Dates
North 1	McKinleyville Union Middle School - Gymnasium	2285 Central Ave, McKinleyville	September 11
	Azalea Hall - Hewitt Room	1620 Pickett Rd, McKinleyville	September 13
North 2	McKinleyville Union Middle School - Gymnasium	2285 Central Ave, McKinleyville	September 12
	Azalea Hall - Hewitt Room	1620 Pickett Rd, McKinleyville	
East 1	Mad River Rapids RV Park - Recreation Room	3001 Janes Road, Arcata	September 12
	Sunny Brae Middle School - Cafeteria	1430 Buttermilk Lane, Arcata	
East 2	Mad River Rapids RV Park - Recreation Room	3001 Janes Road, Arcata	September 11
	Sunny Brae Middle School - Cafeteria	1430 Buttermilk Lane, Arcata	September 13
South 1	Fortuna Veterans Memorial Bldg - Main Hall	1426 Main St, Fortuna	September 11
	Fortuna Com. Healthcare (Open Door) - 2 nd Floor Foyer	3750 Rohnerville Rd, Fortuna	September 13
South 2	Fortuna Veterans Memorial Bldg - Main Hall	1426 Main St, Fortuna	September 12
	Fortuna Com. Healthcare (Open Door) - 2 nd Floor Foyer	3750 Rohnerville Rd, Fortuna	
Eureka / Arcata 1	Jefferson School Community Ctr - Auditorium	1000 B St, Eureka	September 11
	Pacific View Charter School - Miles Hall	115 Henderson St, Eureka	September 12 September 13
Eureka / Arcata 2	College of The Redwoods - Fieldhouse	7351 Tompkins Hill Rd	September 11
			September 12
			September 13

How to Complete Voter Assistance Center Ballot Transport Form

1. Write the date of ballot pick-up.
2. Write the time of arrival to the voter assistance center location.
3. Print ballot transporter names.
4. Print name of voter assistance center facility.
5. Circle “YES” if a security seal was placed on the ballot bag. Circle “N/A” if no ballots were retrieved from the voter assistance center.
6. Write the seal number. If no ballots were retrieved from the voter assistance center, write “N/A”.
7. Write the time the ballot transport team departed.
8. Both ballot transporters sign initials.

NOTE: Ballot transporters will complete a different Voter Assistance Center Ballot Transport Form on Early Voting Day 3 with “EARLY VOTING DAY 3: SEPTEMBER 13, 2021” written across the top.

Election Night Drop Box Seal & Return

When to Seal Ballot Drop Box

Ballot drop boxes must be sealed on Election Day (September 14) at 8 pm. Ballot transport teams will be assigned to a specific ballot drop box location to seal the box and should arrive to their assigned ballot drop box by 7:50 pm to ensure ballot drop boxes are sealed at 8 pm.

Election Night Assignments

Route	Locations
North 1	Ace Hardware—McKinleyville
North 2	Murphy's Market—Trinidad
East 1	Murphy's Market—Glendale
East 2	Murphy's Market—Westwood
South 1	Ray's Food Place—Fortuna
South 2	ShopSmart—Redway
Eureka / Arcata 1	Murphy's Market—Cuttan
Eureka / Arcata 2	Murphy's Market—Sunny Brae

Returning Ballot Drop Box to Elections Office

After ballot drop boxes are sealed, ballot transport teams will lock the ballot drop box. The ballot box, chain, and cinder blocks need to be returned to the Office of Elections immediately after 8 pm. See Section 5: Security & Security Seals for additional information. See Ballot Drop Box Codes & Operation for codes and additional information.

Timesheet Log & Mileage Reimbursement

Timesheet Log

Ballot transport teams are required to log their time using the timesheet log. Information provided on the timesheet log will include the date, ballot transport team, route, start and end time, beginning and ending odometer reading, and total miles for each trip.

Mileage Reimbursement

Ballot transport teams will be provided mileage reimbursement for one vehicle's travel at the county's standard mileage rate. Ballot transport teams must provide date, time, location, and mileage for travel on the mileage reimbursement form. The ballot transporter claiming mileage reimbursement must sign the mileage reimbursement form as the claimant and return the form to the Office of Elections. You will need information from the Timesheet Log to complete the mileage reimbursement form.

Schedule for returning mileage reimbursement forms:

Dates Reporting	Return to Elections
August 19 - September 3	September 4-8
September 4 - September 14	September 14

Odometer Reading

The Auditor-Controller's Office requires that a beginning and ending odometer reading for each mileage reimbursement entry be provided. The timesheet log provides a place to track your beginning and ending odometer reading each trip. You will need the beginning and ending odometer reading per day to assist in completing the mileage reimbursement form.

Frequently Asked Questions (FAQ) Ballot Drop-Off Boxes

What are ballot drop-off boxes?

Ballot drop-off boxes are official ballot drop-off containers provided to voters to return voted ballots to the Humboldt County Office of Elections.

What dates will ballot drop-off boxes be available to voters?

Ballot drop-off boxes will be available for voters to return voted ballots for the 2021 California gubernatorial Recall Election from August 17 - September 14, 2021. Ballot boxes will be sealed at 8 pm on September 14, 2021 and returned to the Office of Elections by official ballot transporters.

Where are ballot drop-off box locations located?

The Humboldt County Office of Elections has partnered with stores across Humboldt County to provide voters with safe and secure ballot drop-off locations to return voted ballots. Store hours vary.

Drop Box	Location
Humboldt County Office of Elections	2426 6th St, Eureka
Ray's Food Place—Willow Creek	38915 Hwy 299, Willow Creek
Murphy's Market—Trinidad	1 Main St, Trinidad
Murphy's Market—Glendale	1451 Glendale Dr, McKinleyville
Ace Hardware—McKinleyville	2725 Central Ave, McKinleyville
Murphy's Market—Westwood	100 Westwood Center, Alliance Rd, Arcata
Murphy's Market—Sunny Brae	785 Bayside Rd, Arcata
Murphy's Market—Cutten	4020 Walnut Dr, Eureka
Ray's Food Place—Fortuna	2009 Main Street, Fortuna
ShopSmart—Redway	3430 Redwood Dr, Redway

More information is available on the Humboldt County Office of Elections website:
<https://humboldt.gov/elections>.

Are ballot drop-off boxes secure?

Ballot boxes are secured in several ways. Locks seal the main ballot box compartment and adhere the box to a fixed object. Boxes are located within partnering stores that are locked during store off-hours and under camera surveillance.

How frequently are ballots collected from ballot drop-off box locations?

Ballots are collected from ballot drop-off box locations at least every 48 hours.

Who can I contact with questions or to report an issue?

Please contact the Humboldt County Office of Elections at 707-445-7481 or humboldt_elections@co.humboldt.ca.us with questions or to report an issue.