

# Ballot Container Inspection Guide

Pursuant to Michigan election law, MCL 168.24j, the Board of County Canvassers must complete a countywide ballot container inspection no later than June 1, 2022. All ballot containers owned by the county and the cities, townships and villages located within the county must be included in the inspection. The term "ballot container" is used to mean 1) any containers used to transport and secure ballots and 2) any containers used to secure memory units and test data.

## Conduct of Ballot Container Inspections: Canvassing Board Quorum Required

- At least three members of the Board of County Canvassers must be present during the inspection and approval of the ballot containers used in the county.
- While the Board of County Canvassers may designate assistants to help with the ballot container inspections, the performance of the task cannot be delegated to individuals enlisted to assist with the task. As indicated above, at least three members of the Board of County Canvassers must be present whenever the ballot container inspections are being carried out.

## Supply Ordering

Supply orders are placed by county offices and large jurisdictions through the Michigan eLearning Center at [Election Supplies Online Order Form \(csod.com\)](https://www.csod.com). If you have any questions about the inspection, please do not hesitate to contact the Bureau of Elections Election Administration Division, Security and Standards Section at 517-335-3237. Questions regarding the ordering process can be sent to Colleen Garety. Email: [garetyc@michigan.gov](mailto:garetyc@michigan.gov) or Phone: 517-241-1881.

## Approval Stickers and Tags

- Approval stickers and approval tags, authorizing the use of approved ballot containers until May 31, 2026
- An "approved" sticker or tag must be affixed to every ballot container that passes the Board of Canvassers' inspection.
- Photographs of the ballot containers and seals approved for use in Michigan are available on the Department's Web site [Election administrator information \(michigan.gov\)](https://www.michigan.gov). Navigate to the "Voting Equipment" section and click on the "Approved Ballot Containers" link.
- If the Board of County Canvassers inspects a ballot container that cannot be approved, the Board should place a sticker on the container which states: "NOT APPROVED FOR USE AS A BALLOT CONTAINER."

## Approval Standards

### Traditional Cans

Michigan election law specifies that a ballot container must have an "... opening through the inside lid of the proper size to admit a single ballot ...." The law further specifies that ballot containers" ... shall be provided with a second cover or a metal or wooden device for closing the

opening to prevent access without unlocking the ballot box and breaking the seal." See MCL 168.669.

## Transfer Cases

The Rules promulgated to administer electronic voting systems state that a transfer case must be "... capable of being sealed with a metal seal ...." See Rule 168.771(1)(bb).

## Containers used to secure and transport ballots, memory units, and test data

While such containers are available in a wide variety of shapes and sizes, the containers must be capable of being sealed with an approved seal which, after being attached to the container, prevents access to the container without breaking the seal or damaging the container.

**If you have any questions, please do not hesitate to contact the Bureau of Elections Administration Division, Security and Standards Section at 517-335-3237.**

## Important Policy Regarding Use of "Dual Seal" Ballot Containers

If any of the local jurisdictions in your county use the "dual seal" ballot containers produced by Business Records Corporation (see illustration below), please alert your canvassing board members and the local clerks who employ the containers that the containers cannot be approved unless:

- 1) The small door is permanently sealed with a state-issued 15 ½ inch Pull Tight seal or a horseshoe and a state-issued metal Globe seal; and
- 2) A completed ballot container tag that documents the serial number appearing on the permanent seal securing the small door, the date the small door was sealed and the individuals who sealed the small door is taped to the inside of the large door.

Small door: permanently seal with a state-issued Pull Tight seal or a horseshoe and a state-issued metal Globe seal.



Large door: tape completed ballot container tag inside large door.

**\*Note: Due to the requirement of a permanent seal to overcome the need for multiple seals, we are no longer consider this container approved for new purchases. However, existing containers still in usable condition with these modifications in place can still be re-certified. Any containers necessary to replace or addend existing stock will need to be selected from the current approved container list.**

In 2002 all county clerks were alerted that the two ballot containers listed below are not fully "tamper resistant" as required under Michigan election law. Specifically, the sides of the

containers can be pushed in far enough to the point where a ballot can be inserted into the container without breaking the seal on the container.

<b>Manufacturer</b>	<b>Model</b>	<b>Description</b>
Douglas	DOSB-3	Square blue metal ballot container.
Douglas	DSN-1	Square silver metal ballot container.

If any of the jurisdictions in your county use the ballot containers referenced above, please alert your canvassing board members and the local clerks who employ the containers that the containers cannot be approved unless they have been modified to ensure that they are fully "tamper resistant." As explained in the memo distributed on this matter in 2002, the ballot containers can be modified using one of the three methods below:

- 1) Drill holes on each side of the container large enough to affix additional seals. Two additional seals must be used with this solution; all three seals must be recorded in the Poll Book.
- 2) Affix double sided poster board tape to the inside of the lid. The tape should be placed approximately one half inch from the inside container wall. The tape may be purchased from most office supply stores.
- 3) Purchase a "retro fit" kit from the manufacturer or an election supply vendor.

**\*Note: Due to the requirement of a modification kit and/or the need for multiple seals, we are no longer consider this container approved for new purchases. However, existing containers still in usable condition with these modifications in place can still be re-certified. Any containers necessary to replace or addend existing stock will need to be selected from the current approved container list.**

**If you have any questions, please do not hesitate to contact the Bureau of Elections Administration Division, Security and Standards Section at 517-335-3237.**