

## Disposal of Waste & Return of Election Materials (LGE2022)

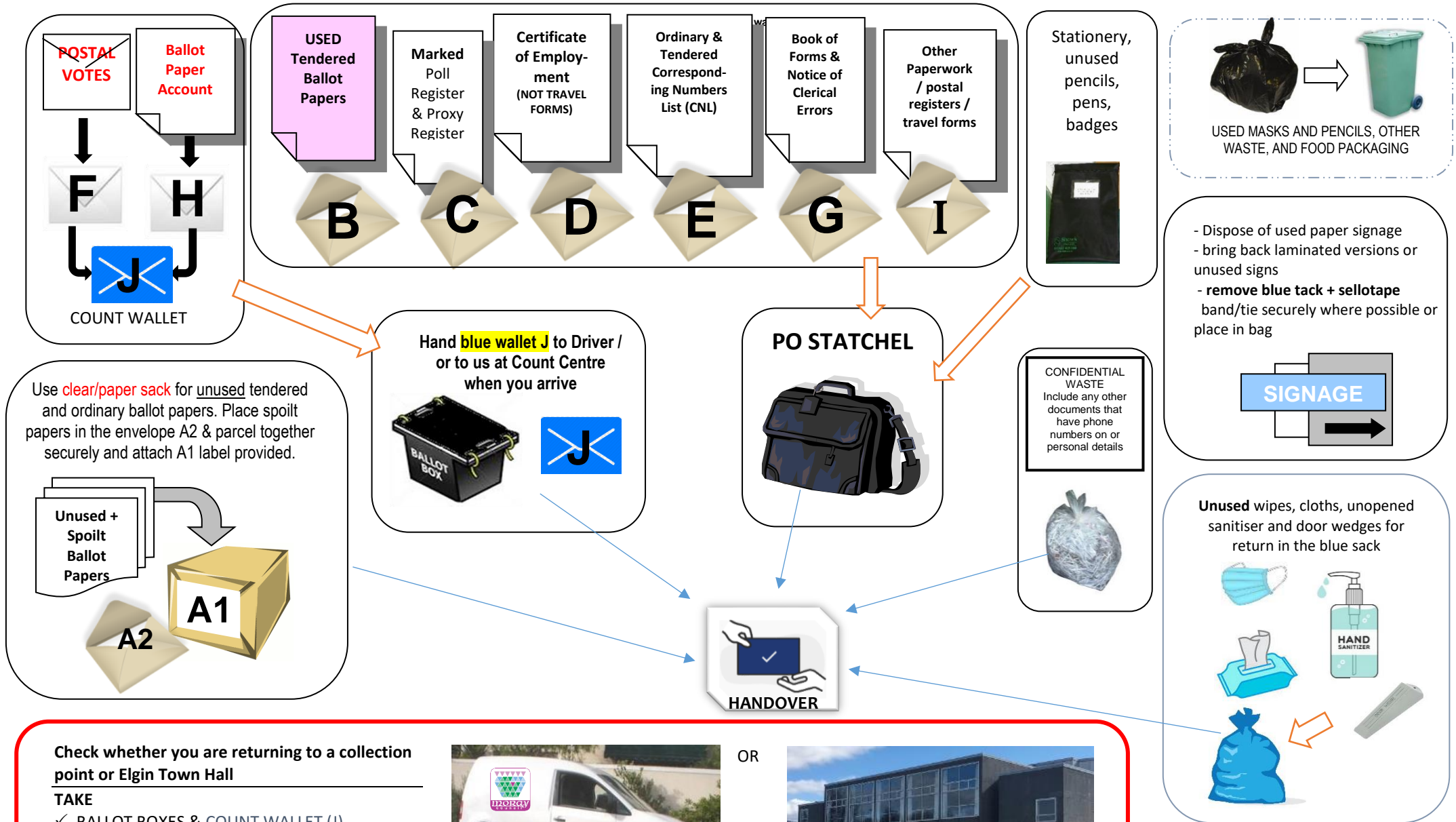
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### For the attention of all staff at the Poll

- **Strictly no food waste, food packaging, used masks or used pencils**  
Please dispose of this type of waste appropriately in securely tied bags at the waste disposal facilities at the Polling Place.
- **Place NON-ESSENTIAL ITEMS such as stationery, badges and security ties in your statchel**
- **Ensure all open containers of sanitiser have lids tightly replaced, the collar for the pump reinstated where applicable, and along with the wipes and are placed in a tied blue plastic bag for return to prevent leaks.**
- Only items that have personal details or addresses or phone numbers that are not otherwise sealed in other packets should be placed in the **confidential waste**.
- Please make use of facilities, where available, at the Polling Place for recycling paper waste that is not confidential or required to be returned to us.
- Please remove all string /blue /white tack from returned signage.
- All used paper signage (not laminate) should be disposed of (minus the blue tack) for recycling. Do not place signage in confidential waste.

# Close of Poll Packing Checklist – Local Government (Council) Election 2022

Every envelope to be returned - containing relevant form (used or unused) with the details completed on the envelope even if this is 'nil'.



**Check whether you are returning to a collection point or Elgin Town Hall**

**TAKE**

- ✓ BALLOT BOXES & COUNT WALLET (J)
- ✓ BLACK PO SACHEL
- ✓ UNUSED/ SPOILT BALLOT PAPERS A1/A2
- ✓ CONFIDENTIAL WASTE

OR

- Dispose of used paper signage  
 - bring back laminated versions or unused signs  
 - **remove blue tack + sellotape** band/tie securely where possible or place in bag

**Unused** wipes, cloths, unopened sanitiser and door wedges for return in the blue sack

Thanks for your help, we hope you had a good day. 😊