Instructions for Replication Board Using the Delayed/Batch Process.

A team of two members are required to replicate a ballot. Do not proceed on your own. You can only start when both of you are together.

You will receive a batch with damaged ballots and a replication log.

1. Count the number of ballots you received. The number of ballots identified as damaged must match the total number written in the replication log. If it does not, get the supervisor to resolve the issue.
2. Obtain a new ballot for each ballot that needs to be replicated:
   a. If using pre-printed ballots, both members of the replication team should go together to the ballot storage area and obtain the correct ballot style needed and make any notation required for inventory and ballot accounting purposes.
   b. If using ballot marking devices (BMDs), program the ballot marking device to bring up the correct ballot style on screen.
   c. If using ballot- on-demand printers (BODs), print the correct ballot style required.
3. Verify that the new ballot matches the original ballot's style (party for primary election, precinct or ballot style number).
4. One team member will read the selections on the original ballot while the other team member will mark the new ballot. Go slowly and pay attention to detail.
5. Mark the original ballot with its unique identification number. Obstruct a portion of the timing marks on the original ballot using a label or marker.
6. Mark the replicated ballot with its identification number.
7. Fill out the replication log with the ballot style and the reason for replication.
8. Continue steps 2 through 7 for each ballot in the batch.
9. Count the number of replicated ballots and verify that it matches the number on the replication log. Sign or initial the ballot replication log.
10. Attach the batch control sheet or one page of the replication log to the replicated ballots. Attach the replication log to the original ballots.
11. The reviewing supervisor or team should sign off on each batch after checking the following:
    a. Are the original and replicated ballots marked with "Original" and "Replicate" and appropriate identifying numbers?
    b. Does the ballot style match between each original and its replicate?
    c. Is the replicated ballot marked correctly?
12. The original ballots and replication log go to storage while the replicated ballots and copy of replication log go to tabulation.
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