

Instructions for Replication Board Using the Immediate 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. Depending on when the issue requiring replication is discovered, this may be a ballot preparation team or a tabulation team. The team members must stay together with the damaged ballot(s) at all times.

1. 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.
2. Verify that the new ballot matches the original ballot's style (party for primary election, precinct or ballot style number).
3. 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.
4. 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.
5. Mark the replicated ballot with its identification number.
6. Complete the ballot replication log by identifying the batch, ballot style, reason for replication. Both members of the team must initial the log.
7. Transfer the original ballot to storage with the ballot replication log.
8. Return to the original batch with the new replicated ballot. Verify that the number of ballots in the batch is correct.