

# General Inbound Ballot Processing Guide

Issued by The Elections Group



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The Elections Group, 2020

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# Introduction

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This guide was built to help election officials who will be processing their incoming mail ballots either of two ways: with or without a mail ballot sorter. This guide will help you create standard operation procedures for receiving ballots, checking them in for voter credit, ballot opening and extraction, scanning, and duplication and/or adjudication.

Because the process for verification varies widely from jurisdiction to jurisdiction, we reference it here only briefly to indicate where in the process it should occur. We have created a separate document for verification and curing, which is available upon request.

This guide was originally developed for jurisdictions that require the ballot security envelope to be sealed in order to open and extract the ballot. If that is not a requirement in your state, be sure and adjust those references in the Ballot Preparation section.

Generic terminology is used that may or may not match how you reference certain procedures or supplies. For example, we refer to ballot boxes when discussing the containers used to retrieve ballots from ballot drop off locations (temporary or permanent). We recognize that these containers come in different forms such as a ballot bag but refer to ballot boxes for simplicity. This document is meant to be a starting point and template to help you create the process that works best for your office, your laws and rules.

# General Information

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1. Map the physical path the ballots will take.
2. Walk through each stage of the process using this guide as a checklist to identify steps that are missing, redundant, or areas where you could have a potential bottleneck. Document any missing steps or supplies.
3. Try to conduct time studies once full ballot processing is underway. You want to know how long it takes a unit of ballots to get through the process. A unit could be a tray of 100 ballots or 1,000 ballots spread over several trays. The idea is to know how long it takes to move that pre-defined quantity of ballots through each step so you can better prepare for peak demand.
4. Establish a formal observation area for poll watchers and assign a supervisor or member of staff to answer questions. This can be one area for the entire room, or separate areas for each stage/area of the process.
5. When calculating the amount of space you need, more is better.
  - Having space to physically separate process areas provides greater control of and security for the process.
  - Room dividers or taped off areas of the floor can help when separate rooms are not an option. They also help staff avoid inadvertently moving trays of ballots to the wrong processing station.
  - Necessary space includes room to store ballots, ballot envelopes, and miscellaneous contents after processing is complete.
  - **Nothing should be thrown away until after the period to challenge the election has passed.**

# COVID-19 Considerations

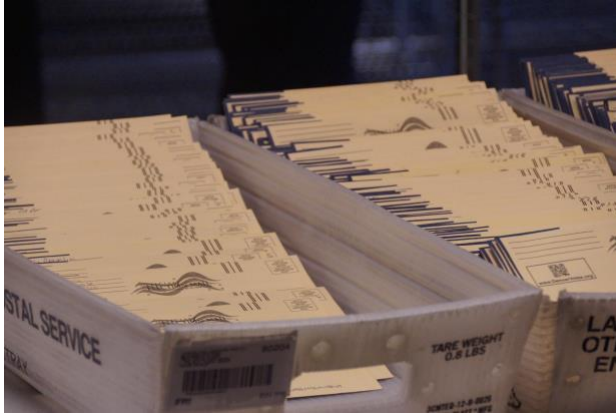
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- Workers handling mail-in ballots should wash or disinfect their hands frequently.
- Mail-in ballots submitted directly to polling locations for three hours prior to processing to further reduce risk.
- Evaluate the steps in each stage of processing for adequate social distancing.
- Install physical barriers or create adequate space between processes and the people performing each process.
  - Instead of working side-to-side at a table, staff can face each other at opposite ends of a 6-foot table.
  - Tabletop plexiglass dividers can provide a mobile physical barrier.
- Sanitization supplies such as hand sanitizers, disinfectant wipes, disposable gloves, etc.

# Equipment and Supplies

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Each stage of ballot processing should have its own unique equipment and supplies. Even if separate rooms are not available, consider having individual carts or tables set up with supplies for each stage of processing. Remember to include a large sign or label indicating which stage the table or cart of materials is for.

Keep ballots and ballot envelopes organized as they move through each stage of processing. You can use mail trays with large colored mail tray labels (or purchase colored mail trays). In addition to **mail trays** you may need:

- Mail tray carts or mail cages on wheels
- Carts that can be locked and sealed (in lieu of secure storage rooms)
- Signs that can be attached to carts showing contents and status
- Folding tables and chairs (can be rented or borrowed)
- Ballot storage containers to use post-scanning/pre-audit (plastic tubs would work well here)
- Colored vests or lanyards to designate who works in what area if multiple processes are happening at once.
- Large signs to designate each processing area. (A plus if you can include visual charts displaying the steps in each individual processing stage.)

# Ballot Accounting

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A **ballot control sheet** should be completed to account for all absentee ballots. This form should be attached to a batch or batch tray and follow the specific collection of ballots through their entire lifecycle. Minimally the form should include a place to:

- Indicate who took custody of the mail tray or batch and performed the work.
- Show the beginning count, the number of envelopes or ballots in that batch, at the start of each process.
- Show the number of ballots removed for exceptions during each stage of the process.
- Indicate the final count at the conclusion of each individual process.
- Show the name or initials of the person verifying the form is completed accurately and the recorded counts are accurate at that stage of the process.
- Date and time the batch was verified

A sample batch control sheet is shown on the next page. Ideally the batch ID is preprinted ahead of time.

These processes work best when there is a predetermined batch size; somewhere in the range of 100-200 ballots per batch works best. There will be situations where that number can vary (maybe there is only half of a batch worth of envelopes left after the last postal service delivery) but in general, **it is the number of ballots each processing station expects to see in a batch and serves as a good measure of control.**

After ballots are received from the postal service or drop boxes, they should immediately be batched. Each batch should get a batch control log to follow it through the counting process. First, the batch is sent to the check-in and verification process. After signatures have been reviewed, the batches can be placed in mail trays and stored until the next step.



Ballot Batch  
Control Sheet

Batch ID

Date Created

### Voter Credit & Signature Verification

Name: Name:

Beginning Count Rejected Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Verification count verified?

Date Time Initials

### Ballot Preparation

Name: Name:

Beginning Count Envelope Error Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Opener count verified?

Date Time Initials

### Ballot Scanning

Scanner ID: Scanner Batch #:

Name:

Beginning Count Removed for Duplication Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Scanner count verified?

Date Time Initials

Ballot Batch  
Control Sheet

Batch ID

Date Created

### Voter Credit & Signature Verification

Name: Name:

Beginning Count Rejected Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Verification count verified?

Date Time Initials

### Ballot Preparation

Name: Name:

Beginning Count Envelope Error Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Opener count verified?

Date Time Initials

### Ballot Scanning

Scanner ID: Scanner Batch #:

Name:

Beginning Count Removed for Duplication Final Count

<input type="text"/>	-	<input type="text"/>	=	<input type="text"/>
----------------------	---	----------------------	---	----------------------

Scanner count verified?

Date Time Initials

# Step 1: Ballot Receiving



## Room Preparation

- Tables, spaced safely apart, with room to receive mail tubs delivered by USPS and ballot transfer boxes/bags brought back from ballot drop boxes
- There should be enough tables and workspace for the contents of each tub or box to be transferred to mail trays and sorted.
- Table(s) for mail trays labeled for non-ballot mail and other “stuff” that gets delivered
- Large sign or poster designating this as the ‘Ballot Receiving Area’

## Supplies

- Scissors or wire cutters for removing security seals on ballot boxes
- Digital scales (*optional*)
  - Calibrated regularly, these can provide a quick, accurate piece count of the number of ballots in a mail tray or ballot box.
- Date stamp (used for ballots received for other counties and all other returned ballots

if not using a mail ballot sorter or automatic date stamping equipment)

- Mail trays with the following labels:
  - Miscellaneous Materials
  - Other County Ballots
  - Wrong Envelope
  - Loose Ballots
  - Prior Elections
  - Needs Inspection
- Blank Ballot Batch Control Sheets with pre-filled Batch ID

## Staffing

- Full-time staff member to oversee Ballot Receiving Area
- Temporary staff to sort envelopes, count or weigh for a piece count, and organize in mail trays
  - Initially, ballot drop box retrieval teams can perform this function. But, as the volume increases, you will need additional hands, especially on election night.

## Point of Entry

1. Ensure ballot retrieval teams and USPS drivers know where to park and the designated door or entry point.
2. Consider a separate parking plan for election night if you plan to have ballot retrieval teams from all of your ballot drop boxes arriving at roughly the same time.

## Intake

Staff or temps should work a single box/bag/tub independently.

1. Stage ballot boxes, transfer bags, or USPS tubs on tables.
2. For sealed ballot transfer bags/boxes:
  - a. Compare numbers on the box security seal to the numbers on the Chain of Custody log completed by ballot retrieval teams.
  - b. If the numbers match, cut or remove the seal and place it in a box designated for ballot transfer box seals.
  - c. If a padlock is used, unlock the box and reattach locks to the ballot box handles.
3. Transfer contents of the ballot box to mail tray(s).

## Piece Count

1. Determine an approximate piece count by weighing the mail tray.
2. If scales are unavailable, this step can be performed by hand after seals are verified and transferred to mail trays.
3. Record the approximate piece count and location (specific drop box location or USPS) on the Drop Box/USPS Ballot Receiving Log. (Create a paper log or spreadsheet to track data about usage of ballot drop boxes and USPS. See example below.)

Drop Box/USPS Receiving Log							
Location	Oct. 30	Oct. 31	Nov. 1	Nov. 2	Nov. 3	Total	Location %
USPS	231	250	275	300	500	1,556	35.60%
Courthouse	100	125	160	175	210	770	17.62%
Public Library	50	82	101	135	152	520	11.90%
County Admin Bldg.	224	265	301	335	400	1,525	34.89%
<b>Total</b>	<b>605</b>	<b>722</b>	<b>837</b>	<b>945</b>	<b>1,262</b>	<b>4,371</b>	
Daily %	13.84%	16.52%	19.15%	21.62%	28.87%		

### Sort All Received Ballots (Both USPS and Ballot Drop Box)

1. Remove any non-ballot materials and place in the *Miscellaneous Materials* tray.
2. Remove non-county ballots and place them in the *Other County Ballots* tray. **These ballots should be date stamped, grouped by jurisdiction, and sent via overnight mail to the corresponding jurisdictions.**
3. Remove any homemade envelopes and place in the *Wrong Envelope* tray
4. Remove any loose ballots - ballots with no envelope - and place in the *Loose Ballots* tray.
5. Remove any envelopes from previous elections and place them in the *Prior Elections* tray.
6. Remove any envelopes that are damaged or appear suspicious (powder or liquid) and place in the *Needs Inspection* tray.
7. Arrange ballots in mail trays so they are label-side up and facing the same direction.

### Piece Count and Date Stamp

1. Determine an official piece count by hand, by weighing each mail tray, or immediately running through a mail ballot sorter.

#### If you are using a mail ballot sorter...

1. Complete the date on the **Ballot Batch Control Sheet**
2. Immediately send trays to the **Sorting and Voter Credit Area**.

#### If you will not be using a mail ballot sorter...

1. Run ballots through date stamping equipment
  - a. Each day, ensure the proper date is set.
2. Sort ballots into batches by precinct, ward, or division if that is a requirement for your jurisdiction.
3. Determine a piece count for each batch.
4. Complete the date and **Beginning Count** on the **Ballot Batch Control Sheet**.
5. Send trays to the **Sorting and Voter Credit Area**.



## Step 2: Sorting and Voter Credit (Manual)

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### Room Preparation

- Dedicated workstations, spaced safely apart, with room to operate a hand scanner and process all the ballots in a batch
- Room to operate by allowing staff to check-out and return batches from a secure storage cart
- Shelves or carts and small mail trays for ballots that are rejected and moved to the 'cure' process (if applicable)
- Gloves are advised for workers handling documents.
- Large sign designating this as the 'Voter Credit & Sorting Area'

### Supplies

- Process Manuals
- Hand scanners
- Mail trays
- Pens
- Computer with access to voter file/database

### Staffing

- Full-time staff member to oversee Sorting and Voter Credit
- Temporary staff to scan and enter vote credit, perform signature verification and complete additional sorting if required

## Sorting

Sorting should have taken place when ballots were first received from USPS and drop box retrieval. If not, complete that step first before checking ballots in for voter credit.

## Voter Credit Process

1. Verify the **Beginning Count** on the **Ballot Batch Control Sheet**.
2. The barcode on the ballot return envelope representing the voter ID is scanned, or the voter ID is manually entered into the voter database.
3. Run batch report from the Voter Registration Database (VRDB) to verify **Beginning Count** on the **Ballot Batch Control Sheet**.

Ballot Batch Control Sheet	<b>Batch ID</b> 1589	<b>Date Created</b> 10-12-2020
<b>Signature Verification</b>		
Name:	Name:	
<b>Beginning Count</b>	<b>Rejected</b>	<b>Final Count</b>
100	-	=
Verification count verified?		
Date	Time	Initials

## Move Ballots to Signature Verification

## Step 2: Sorting and Voter Credit (Automated)



### Room Preparation

- Space large enough to fit:
  - Mail ballot sorter
  - Desk or workstation
  - Staging area for mail tray carts waiting for initial scan
  - Carts receiving mail trays with ballots currently being scanned
  - Carts with mail trays that have already been sorted and scanned and are waiting to go through the signature verification process.
  - The workspace should allow staff to safely move around the sorting equipment and storage carts.
- Large sign designating this as the 'Voter Credit & Sorting Area'.

### Supplies

- Mail trays
- Mail tray labels

### Staffing

- Full-time staff members to operate the mail ballot sorter and ensure data is securely transferred to and from the equipment
- Temporary or part-time staff to assist in moving envelopes from sort pockets to mail trays, and to move and stage mail tray carts

## Voter Credit, Signature Capture, and Errors

1. Load a full tray of envelopes into the sorter.
  - a. The voter ID from each return envelope will be scanned.
  - b. A file is created that can be used to give the voter credit for voting in the VRDB.
2. Move envelopes from pockets into appropriate mail trays.
  - a. Some envelopes will be diverted to pockets because of missing signatures, the thick/thin setting (which might indicate an empty envelope), or because of an error when scanning (such as the voter already voting).
  - b. Individual mail trays should be labeled for various outstack conditions and researched by the area lead or supervisor.
  - c. Envelopes accepted, with no issues, should also be placed in a labeled or colored mail tray.
3. Stage bins on labeled carts.

## Sorting (if required)

1. Sorting will either be done on the initial, or first pass through the sorter. Or, if utilizing the sorter to separate accepted and rejected ballots after a review of the signature affidavit, they can be sorted into wards and districts during the second pass through the sorter.

## Move Ballots to Signature Verification

1. If not utilizing Automatic Signature Recognition (ASR), all ballots will be physically moved to the Signature Verification process
2. If using ASR, or using digital images captured by the sorter for signature verification, keep all ballots in their initial trays in a holding area until the verification process is complete. After that, move carts and trays back for the second pass through the sorter.

Ballot Batch Control Sheet	<b>Batch ID</b> 1589	<b>Date Created</b> 10-12-2020
<b>Signature Verification</b>		
Name:	Name:	
<b>Beginning Count</b>	<b>Rejected</b>	<b>Final Count</b>
100	-	=
Verification count verified?		
Date	Time	Initials



## Step 3: Signature Verification

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Information for this step can be found in the document:

**Guide to Signature Verification of Mail Ballots and Cure of Discrepant or Missing Signatures**

# Step 4: Ballot Preparation



## Room Preparation

- Tables arranged so that teams can sit at opposite ends from each other or have a full table to themselves
- Staging area for envelopes coming from Signature Verification ready for ballots to be extracted
- Staging area for empty return envelopes and empty security envelopes
- Staging area for ballot batches ready to move to scanning
- Large sign designating this as the 'Ballot Preparation Area'

## Supplies

- Rubber fingers to help with hand counting envelopes and ballots prepped for scanning
- Rubber bands
- Hand letter openers for opening security envelopes
- Blank 'Unsealed Envelope/Error' control log
- Boxes, folders, or envelopes to hold an opened, flattened batch of ballots

- Labels for each batch box, folder, or envelope
- Slips for empty, returned envelopes (after ballot has been removed)
- Zip ties, if envelopes have predrilled holes
- Each table should have a mail labeled *Unsealed Envelopes/Errors*.

## Staffing

- Full-time staff member to oversee the process
- Temporary staff to perform the opening and extraction
- With some practice, a team of two can extract 100 single card ballots from a returned envelope and secrecy sleeve in about 17 minutes on average, assuming the return envelope has already been sliced open. You will need to run some initial time studies to determine how much additional time the sealed secrecy envelope adds to this average. A Lead or Supervisor should be assigned to the area.

### Ballot Preparation Process

1. Retrieve a batch of ballot envelopes.
2. Place envelopes with the voters' name side down to help protect voter anonymity.
3. Using the **Ballot Preparation** section off the **Ballot Batch Control Sheet**,
  - a. Enter the names of both team members.
  - b. Verify the number of envelopes by hand counting and entering the total in the **Beginning Count** box.
    - i. This should match the **Final Count** from the **Voter Credit & Verification** section above.
4. Remove the security envelope from the return envelope.
  - a. Verify the security envelope is sealed.
  - b. If the security envelope is not sealed, replace the security envelope back in the return envelope, and write "Not Sealed" across the front of the return envelope.
  - c. Place the return envelope in the **Unsealed Envelope/Error** tray.
- d. Follow the same process for ballots placed directly in the return envelope with no security envelope.
5. Security envelope errors:
  - a. If there are two security envelopes in the return envelope, both envelopes are rejected. Place the two security envelopes back in the return envelope, and write "2 security envelopes" on the front of the return envelope.
  - b. If there are no security envelopes or ballots in the return envelope, write "empty envelope" on the front of the return envelope.
  - c. Place these return envelopes in the **Unsealed Envelope/Error** tray.
6. After verifying the security envelope is sealed, cut open the security envelope.
  - a. It's best to tap the envelope on the table to push the ballot to the bottom of the envelope before using a letter opener to open the security envelope.
7. Remove the ballot from the security envelope.
8. Remove any stray stubs left on the ballot (if applicable).

9. Prepare the ballot for scanning by flattening/back-bending the folds so the ballot lays flat.
10. Using the **Ballot Preparation** section off the **Ballot Batch Control Sheet**,
  - a. Count the number of envelopes in the **Unsealed Envelope/Error** tray and enter the total in the **Envelope Error** box.
  - b. Count the extracted ballots (hand count, scanner or scale) and enter the total in the **Final Count** box.
11. Place the flattened ballots in a designated mail tray or folder and band/clip with the **Ballot Batch Control Sheet** on top.
  - a. Return the batch to a Lead/Supervisor for verification
12. Return the **Unsealed Envelope/Error** tray containing return envelopes, with security envelopes and ballots inside, to a Lead/Supervisor. Exchange for an empty tray.
13. Run a zip tie through the return envelopes (if you have a pre-drilled hole) to ensure they are empty. If there is no hole for a zip tie, double-check that the envelopes are empty.

14. Attach a slip with the batch ID to each bundle of empty return ballot envelopes.
15. Place empty return ballot envelopes in the storage area along with security envelopes, stubs, etc.

### Lead/Supervisor Station for Ballot Preparation

A Ballot Preparation Lead or Supervisor would complete the following steps when a Ballot Preparation team brings them the disqualified return envelopes, and the ballots that have been prepared for scanning.

### Disqualified Envelopes

1. Verify the security envelopes in the **Unsealed Envelope/Error** tray are unsealed, or the return envelope has more than one security envelope, etc. by visually inspecting.
  - a. The reason should be written on the front of each return envelope.
2. Rubber band or clip the return envelopes together by rejection reason.
3. Enter the time and date, rejection reason, envelope quantity, and initials in the Unsealed Envelope/Error log.

## Step 4: Ballot Preparation

- Place banded envelopes together in a tray or ballot storage container.

Unsealed Security Envelope/Error Tray Control Log					
Date	Time	Batch - Number	Rejection Reason	Total Envelope Count	Lead Initials/ Signature
6/12/20	1:20	1569	unsealed	3	RC

### Ballots Ready to Be Scanned

- Verify the **Ballot Batch Control Sheet**.
  - The number recorded in **Beginning Count**, minus **Envelope Error**, should equal **Final Count**.
  - Record date, time, and initials.
- Place ballots ready to be scanned in the batch box or folder.

- Clip or band together any ballots that may need to be duplicated/remade and set on top of batch.
- Attach a blank ballot batch label to the box or folder.

BATCH CONTROL	Batch #	
	Beginning Count:	
	Staff Initials:	
SCANNING ROOM	Final Count:	
	Scanner ID:	
	Staff Initials:	
NOTES		

- Send trays to **Process 4: Ballot Scanning**, along with the **Ballot Batch Control Sheet**.

Ballot Preparation		
Name: <i>Gail</i>	Name: <i>Dayna</i>	
<b>Beginning Count</b>	<b>Envelope Error</b>	<b>Final Count</b>
<i>96</i>	<i>5</i>	<i>91</i>
Opener count verified?		
Date <i>11-03-2020</i>	Time <i>3:32 pm</i>	Initials <i>PA</i>

# Step 5: Ballot Adjudication and Duplication

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## Room Preparation

- Dedicated space for teams of two to mark and review ballots
- Dedicated space for workstations if using electronic adjudication
- Large sign designating this as the 'Ballot Duplication Area'

## Supplies

- Blank ballots for all ballot styles, ballot on demand (BOD) printer, or ballot marking device (BMD). *These can all be used to create a new ballot*
- Blank ballot stock and toner if using a BOD or BMD
- Blue highlighter (or color that can be read by your voting system's scanners)
- Duplication logs
- Labels/stamp for applying duplicate log ID and duplicators' initials
- Voter intent guidelines (or whatever each county is using)

## Staffing

Ballot duplication should involve a person who marks or remakes the new ballot and someone who reviews the duplicated ballot to ensure the voter markings were transferred correctly. This process can be done by a team of two who mark and then review each other's work.

You might also assign reviewers who oversee a team of individuals performing the duplication individually, and then pass the original and duplicated ballot to a reviewer for a quality control check.

### Ballot Adjudication Process

Electronic ballot adjudication is a more efficient way of applying voter intent for voter's marks that may not be clear enough to be read as a vote by the voting system.

- An increased quantity of hand-marked paper ballots will generate a need for ballot adjudication teams to make decisions about voter intent/marginal marks.
- If your current voting system supports electronic adjudication, then all you need is an area set up for the workstations.
- If you use a manual adjudication process, the ballot duplication considerations listed below are vital to think about.
- Statewide voter intent guidelines are an important element in the adjudication process, whether it is manual or electronic.
- Post a large chart with examples of a "valid vote" near the adjudication stations to increase transparency and reinforce what was covered in training.

### Ballot Duplication Process

Ballot duplication or remake involves creating a new physical ballot and takes place when a voted ballot is:

- Damaged in a way that it cannot be read by the voting system
- Marked in such a way that the marks may not be clear enough to be read as a vote by the voting system
- Marked in such a way that it identifies the voter.

Ballot Duplication Team(s) are responsible for duplicating/replicating ballots that are damaged due to tears, folds, or stray marks on the ballot face that prevent the ballot from being read by the scanners.

1. Ballots will be delivered to a Duplication Team by a Scanner Operator.
2. Fill out the duplication log:
  - Date
  - Ballot style
  - Control number: Original/duplicate ballot should have the same number (e.g. Original Ballot 001, Duplicate Ballot 001) so you can trace the duplicate ballot back to the original ballot.
  - Duplication team initials

3. Duplicate/resolve ballots using the following procedures:

- Retrieve a blank ballot, checking to ensure the correct ballot style (or select that ballot style if using a Ballot Marking Device (BMD))
- One member of the team reads the voter’s selections from the original ballot.
- Another team member marks the same selections on the duplicate ballot.
- After marking all ballots, switch stacks. The person with the duplicate ballot reads back the selections to the person with the original ballot.
- Place a label or stamp on the original ballot and duplicate ballot with a place to indicate the control number and initials of each member of the duplication team.
- Place the original ballots in a container to be sealed with the duplication log at the conclusion of the election.

Ballot Duplication Log				
Date	Original Ballot #	Duplicate Ballot #	Ballot Style/Precinct	Duplication Team Initials
06/07/20	Orig-00001	Dup-00001	WHV003	JM TP
	Orig-00002	Dup-00002		
	Orig-00003	Dup-00003		



# Step 6: Ballot Scanning

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## Room Preparation

- Scanners spaced safely apart with room on the table to accommodate the tray of incoming ballot batches to be scanned, and the storage container for scanned batches
- Large sign designating this as the 'Ballot Scanning Area'

## Supplies

- Containers to store batches of scanned/counted ballots
- Labels for ballot storage containers
- Security seals for ballot storage containers

## Staffing

Each scanner can be run by a single individual with a Lead or Supervisor assigned to the area. Speeds vary but a batch of 100 can generally be scanned in 1 minute if there are no paper jams.

## Ballot Scanning Process

1. Using the Ballot Scanning section off the Ballot Batch Control Sheet, enter
  - a. Scanner ID
  - b. Batch # (if assigned by the voting system)
  - c. Name of the person scanning
  - d. Beginning Count by transferring Final Count from the Ballot Preparation section
2. Inspect the batch of ballots for any damaged ballots, including those identified by the ballot preparation teams as possibly needing duplication/remake.
3. Remove and set aside those ballots that need to be duplicated.
4. Complete the **Batch Control** section of the batch folder label similar to the example below.

<b>BATCH CONTROL</b>	<b>Batch #</b>	<i>42</i>
	<b>Preparation Count</b>	<i>91</i>
	<b>Staff Initials</b>	<i>TP</i>

5. Scan ballots.
6. Remove any additional ballots needing duplication

7. Count the number of ballots out-stacked or removed for human review/duplication.
8. Enter quantity in the **Removed for Duplication** box on the **Ballot Batch Control Sheet**.
9. Enter the Final Count.
  - a. This number is usually shown by the scanning equipment. Verify it is correct by using the beginning count minus any ballots removed for duplication during the scanning process.
10. Complete the **Scanning Room** portion of the batch folder label.

<b>SCANNING ROOM</b>	<b>Final Count</b>	<i>88</i>
	<b>Scanner ID</b>	<i>01</i>
	<b>Staff Initials</b>	<i>JM</i>
<b>NOTES</b>	<i>3 ballots removed for duplication</i>	

11. Place the ballots inside the folder.
12. Attach the label to the front of the folder
13. Return labeled folder with scanned batch, along with any ballots removed for duplication, to the Lead/Supervisor.

## Lead/Supervisor Station for Ballot Scanning

A Ballot Scanning Lead or Supervisor would complete the following steps.

1. Verify the **Ballot Batch Control Sheet**.
  - a. The number recorded in Beginning Count, minus Removed for Duplication, should equal Final Count
  - b. Record data, time, and initials.

Ballot Scanning		
Scanner ID: 1	Batch #: 42	
Name: Haley		
Beginning Count	Removed for Duplication	Final Count
91	3	88
Scanner count verified?		
Date 11-03-2020	Time 6:47 pm	Initials TP

2. Verify the batch folder label has been completed correctly.

3. Enter information from the batch folder label onto the appropriate line of the ballot storage container label and place the folder inside the storage container.
4. When the container reaches its maximum capacity, apply the storage container label, security seals, and transfer to the staging/storage area.
5. Attached the **Ballot Batch Control Sheet** to ballots needing adjudication/duplication and transfer.
6. **Enter the information from each batch folder label or from the ballot storage container label into the ballot manifest if performing a post-election audit.**

Example: Batch Folder Label

<b>BATCH CONTROL</b>	Batch #	42
	Preparation Count	91
	Staff Initials	TP
<b>SCANNING ROOM</b>	Final Count	88
	Scanner ID	01
	Staff Initials	JM
<b>NOTES</b>	3 ballots removed for duplication	

Example: Ballot Container Label

CONTAINER NAME: FY-5		
Scanner Name	Batch #	Total Ballots
1	41	95
1	42	88
1	43	97
1	44	80
1	45	100
<b>TOTAL BALLOTS:</b>		460
Seal # A95162		
Staff Initials: TP/JM		