A runner will deliver all ballots to and from your station. Work in teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive ballot trays:
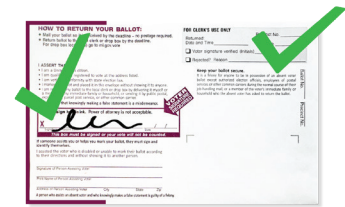
STEPS

1

Count envelopes. Record the envelope count and the total from the QVF report. If numbers aren't equal, call a supervisor.

2

- Verify that the voter signed the envelope affidavit.
- Verify that the clerk's office dated the envelope on acceptance.
- If there are any missing signatures or received dates, set the envelope in the Research folder and call a supervisor.
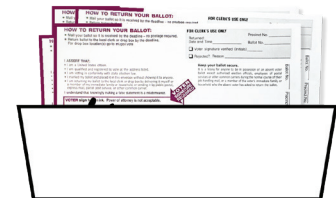
2

- Determine whether to use the high-speed milling machine or to open by hand.
- Open all envelopes. Do not remove anything from the envelopes.
- If milled, spot check envelopes for clean opening."
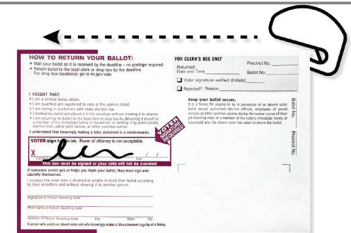
3

Place the opened ballot envelopes into the holding tray for the Station 2 team.

4

Complete the Batch Control Sheet.
- Record the number of ballots you moved to the Research folder.
- Record the date of the first and last ballot sets in this batch from daily QVF printouts.

Station 1. Return Envelope Opening			Calculate
No signature / no received date	1A	Count all envelopes in the Research folder	
	1B	**Subtract** 1A from QVF Total. These are accepted envelopes	
Inspector 1:		Party:	Inspector 2:	Party:

STATION 2 JOB AID: NAME CHECK & STUB VERIFICATION

Station 1 will place opened envelopes in your tray. Work in teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive envelopes:

STEPS

TEAM MEMBER 1

1 Extract the secrecy sleeve. Read the ballot stub number aloud without extracting the ballot.

2 Read aloud the voter name on the envelope.

JANE DOE

3 Remove the stub and set the secrecy sleeve (with ballot inside) in the tray for Station 3.

- If there are discrepancies in name or stub number or empty secrecy sleeves, put the ballot and secrecy sleeve back in the return envelope. Set the packet in the Research folder, and record issue on the poll book Remarks page.
- If the ballot has no secrecy sleeve, place the ballot into a secrecy sleeve taking care to avoid exposing any votes cast on the ballot.

TEAM MEMBER 2

1 Locate the stub number on the QVF report.

2 Verify that name goes with that stub and check the voter off on the QVF report.

3 Set aside and stack the empty return envelopes.

4 When the batch is complete, complete the Station 2 portions of the Batch Control Sheet:

- Number of voters on QVF report
- Number of envelopes moved to Research folder
- Number of verified envelopes

Record any unmarked QVF name (i.e., without a matching ballot) on the Remarks page of the poll book.

| Station 2. Name and Stub Check			Calculate
Missing stub, mismatched stub, name not in QVF, no ballot	2A	Review names and stubs against QVF report.	
	2B	Count all envelopes moved to Research folder	
	2C	**Subtract** 2B from 1B. These are verified envelopes	
Inspector 1:	Party:	Inspector 2:	Party:

STATION 3 JOB AID: EXTRACTION & INSPECTION

Receive your tray of secrecy sleeves from Station 2. Work in teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive trays:
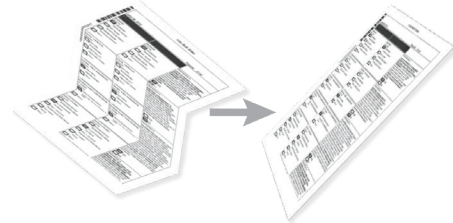
STEPS

1

- Extract ballots from secrecy sleeves.
- Quickly scan each ballot for obvious damage or identifying marks.
- If a damaged ballot is found or a ballot includes identifying marks, place it in the duplication folder.
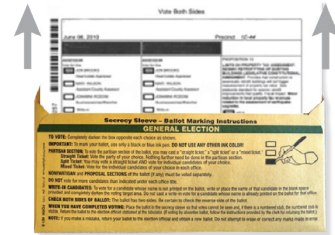
2

Flatten the ballots and place them in the tray for Station 4.

3

Set aside and neatly stack the secrecy sleeves.

4

Complete your section of the Batch Control Sheet.
- Write the number of ballots removed and placed in the duplicated folder.
- Total number of sleeves with ballots going to Station 4.

Station 3. Extraction and Inspection			Calculate
	3A	Remove the ballots from the secrecy sleeves; review for deficiencies or issues	
Damaged, torn, unreadable; 2 ballots in envelope; distinctive mark	3B	Count all ballot packets with issues	
	3C	Count Duplicates added back in	
	3D	Subtract 3C from 3B (gives number of remaining issues)	
	3E	**Subtract** 3D – 2C. These are ballots to be scanned.	
Inspector 1:		Party: Inspector 2:	Party:

5

Raise your hand for a runner to pick up the completed tray.

STATION 4 JOB AID: SCANNING

Receive a tray of ballots from the cage for scanning. Work in bipartisan teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive trays:

STEPS

1

Place ballots in the scanner's feeder and initiate the scanning session.
- If there are any ballots that will not scan, inspect the ballot for damage to the timing marks. Try to reset and rescan the batch.
- If the ballot is damaged or will not scan, place the ballot in the duplication folder.

2

When initial scan is complete, retrieve duplicate ballots from Station 4.1 and scan them.

3

Print a "ballot card count" report. Both Inspectors sign the report.

4

Complete the Batch Control Sheet for your station.
- Total scanned (initial run)
- Total sent to duplication
- Total returned from duplication
- Grand total scanned (ballot card count)

Complete the Scanner Log.

Station 4. Ballot Scanning			Calculate
	Scanner ID:	Batch ID from Scanner:	
	4A	Count the ballots that the scanner rejected.	
	4B	Count duplicates added back in	
	4C	Do 4A and 4B match (if not, check with Duplication team)	○ YES ○ NO
If NO, contact your supervisor right away	4D	Check the number of scanned ballots from the scanner Does this number match 4C?	○ YES ○ NO
Inspector 1:	Party:	Inspector 2:	Party:

5

Neatly stack the scanned ballots in a tray along with the completed Batch Control Sheet.

6

Notify runner that your ballot tray is complete and ready to remove and secure.

STATION 4.1 JOB AID: BALLOT DUPLICATION

Team members at Stations 3 or 4 will flag you if there is a damaged or unreadable ballot that requires duplication. Pull the individual ballot from the station's corresponding folder and bring it to Station 4.1. Work in bipartisan teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you pull ballots:
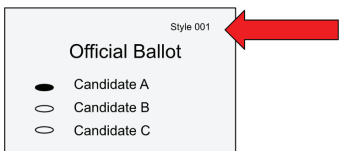
STEPS

1

Locate the ballot style on the original ballot.
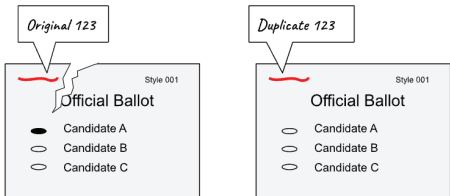
2

Pull a blank ballot of the same style.

3

- Consult the Duplication Log for your precinct to find the next available number.
- Write the "ORG" number on the original (the damaged ballot) and the "DUP" number on the duplicate (the blank ballot).

4

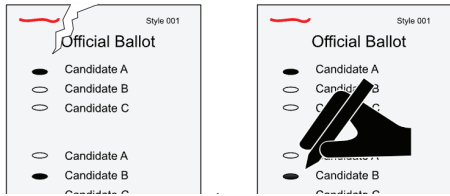Complete the duplicate ballot with the same selections as the original. Complete the front and back. If any damaged portion is missing from the original, leave those contests blank on the duplicate.

Tip: Have one person read the original and the other mark the duplicate.

5

*** Switch ballots and read them back and forth again to verify selections were marked correctly on the duplicate ballot. ***

6

Complete the Duplication Log by filling in the precinct and the reason duplication was needed, along with your signatures.

7

- Place the original ballot in the folder.
- Give the duplicate version to a runner to return it to the precinct and batch it came from.

STATION 5 JOB AID: ADJUDICATION

Onscreen, examine ballots flagged by the scanner as blank. Work as a bipartisan team. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive ballots:

STEPS

1

Using the computer workstation, bring up the next ballot on the screen.

Machine Reads "Blank Ballot"

2

Look for voter choices indicated by a non-standard (unreadable) mark.

Voter cast ballot using check marks outside the oval. Machine counted as blank ballot

3

Follow the validity standard for each flagged contest.

Valid markings
These are examples of markings on a ballot which may be rejected by a tabulator but which the inspectors should interpret as votes for the candidate or ballot question at issue.

Valid Marks include at least some portion of the mark in the predefined area.

Invalid markings
These are examples of markings on a ballot which may be rejected by a tabulator and which the election inspectors should not interpret as votes.

Invalid marks are ambiguous or show no portion of the mark in the predefined area

4

In each contest where a valid mark is present, the team marks the candidate or option to be counted.

Change "overvote" to a vote for Candidate A.

Change blank ballot to a vote for Candidate A and Candidate B.

5

Adjudicate any write-ins.

6

Initial the scanner log for this batch to indicate adjudication is complete.

STATION 6 JOB AID: BALLOT STORAGE

After tabulation, receive your ballots to be secured from Stations 4 and 5. Work in teams. Raise your hand if you need assistance from the supervisor or a runner. Perform these steps as you receive trays:
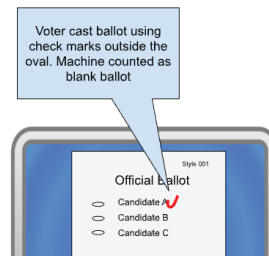
STEPS

1

When a batch is completed at scanning, bring it to the storage cage.

2

Verify everything has been completed.
- Is the Batch Control Sheet signed?
- Is the Ballots Cast report signed?
- Are relevant parts of the Poll Book completed?
- Are the Return Envelopes with the batch?
- Are the Stub Envelope and Duplicated Envelope with the batch?

Station 6. Batch Completion and Ballot Storage			
	Date: _____/_____/_____ Time: ____:____	Cart #:	
Inspector 1:	Party:	Inspector 2:	Party:

3

Binder clip or rubber band the batch and its materials, and place it in an Approved Ballot Container (ABC).
- You can place multiple precincts in one ABC until it is full.
- Add the precinct number to the ABC label.

JOB AID: MAIL BALLOT SIGNATURE VERIFICATION AND ACCEPTANCE

STEPS

1

Take a tray of ballot envelopes to your desk. Keep materials organized so an observer can see at a glance that each ballot is checked.

- Keep the tray of unchecked ballot envelopes on one side of the desk.
- As you verify a ballot envelope, move it to a stack on the other side.
- Keep a separate folder for ballot envelopes whose signature doesn't match and others requiring more research.

2

Use the hand scanner to scan the barcode on an envelope and pull up the voter record.

- If the record doesn't come up, the ballot may require research. Call a supervisor.

  » Is it from a different jurisdiction, or a past election?
  » If it can't be resolved, put it in the research envelope with a post-it explaining what you found.

3

Compare the voter signature on the envelope to the voter registration signature in QVF.

- Refer to the Signature Verification guide on the back of this page as needed.
- If the general style of signature matches, or if key details match enough to convince you the registered voter was the signer, accept the ballot in QVF.

  » In the Clerk's Office section of the envelope:

    - Initial the envelope
    - Write or stamp the date
    - Initials and date MUST go in the Clerk's Office section.
    - Stamp the envelope with an "Approved for Tabulation" stamp if you have it.

- If you believe the general style of the signature is too different, or too many identifying details are missing, mark the voter's ballot as rejected in QVF.

  » Place the envelope in the Notification to Voters folder.
  » Voters whose ballots are rejected should be notified immediately.

4

When all envelopes have been checked, or when work is complete for the day:
- Combine ballots from all staff handling them.
- Sort them into precinct order, then into stub order.
- Print a QVF report for each precinct and verify that each ballot is on the list.

  » Verify that each ballot is stamped and initialed.

- Print a summary QVF report with the total number of ballots accepted today. Record that in the Daily Ballots Received Log.
- Count any ballots not accepted (voter not found, wrong election or mismatched signature) and record the number in the Log
- Count any ballots that haven't yet been checked and record that number on the Log.
- Put all verified ballots in the tray for their precinct in the Cage for Processing.

  » Interfile the new ballots with the old by stub number, and place the day's precinct QVF report with the ballots.

- Lock the cage. Record a seal number on the Cage Seal Log and seal the cage.

5

On days prior to election day, even if ballot processing is going on, newly accepted ballots will not typically be brought to the processing room. They will be held for the following day.
- On Election Day, ballots should be brought to the processing room in large batches on a schedule, for instance, at noon, at 5:00 p.m. and after all drop boxes have been collected at Close of Polls.

JOB AID: CLOSING THE MAIL PROCESSING ROOM

END OF DAY AND END OF TALLY

Batches that have been started should be completed before closing the Mail Processing room.

All inspectors work as a team, signing all relevant forms. If you're not sure, ask the supervisor before continuing.

STEPS

1

Put the QVF reports in the Poll Book. Copy each Batch Control Sheet.
- Place each original with its respective batch.
- Put the copy in the Poll Book.

2

Seal all scanned ballots along with the stub envelopes and Spoiled/Duplicated envelope in Approved Ballot Containers (ABCs). Place as many precincts as will fit in one ABC before using the next.

3

Complete a Ballot Container Certificate for each ABC used. Inspectors from each party must sign it. On the Poll Book Remarks page, note if there is an ABC with room for more ballots. You may need to reopen this one the following day for storage of additional ballot sets.
- Update the ABC label to note precincts contained and date of processing.

4

Complete the Daily Reconciliation and Ballot Summary in the Poll Book.
- From the QVC report for the period worked, record the number of voters whose ballots were delivered during the day, if any. (You should have entered the number brought before the start of work during the Opening procedure.)
- Print a Ballots Cast record for each scanner used. Record the Ballots Cast number.
- From each Batch Control Sheet, add up the number of envelopes which did not contain a ballot, and the number rejected or not counted for other reasons. Record those numbers.
- Compare the Ballots Cast to the number of voters from the QVC report, MINUS the two categories of ballots not counted.
    » These should usually be equal.
    » If not, determine the reason and either remedy or explain on the Remarks page.
- Have all Inspectors sign the Daily Reconciliation and Ballot Summary in the poll book. Have Scanner Inspectors sign the all-precincts Ballots Cast report.

STEPS (CONTINUED)

5

Put all ABCs in the Ballot Storage Cage. Place sets of Return Envelopes, bound by rubber bands or binder clips, in the cage, but not in ABCs.

6

Seal the Cages.
- Record seal numbers on the Cage Seal Log for the Ballot Storage cage and the Cages for Processing and for Scanning (if any ballots remain in those cages).
- Close and seal each cage.
- Have all inspectors sign the Cage Seal Log.

7

Roll the Ballot Storage cage(s) and the Cage for Scanning to the storage room and lock it.

8

Bring other materials to the main office:
- Research folder with ballots not scanned
- Reusable security sleeves
- Poll Book
- Cage for Processing

JOB AID: OPENING THE MAIL PROCESSING ROOM

FIRST DAY AND DAILY

Perform these steps to open the counting board before you begin processing envelopes and ballots.

STEPS

1

Complete all preparation and opening steps on the central count scanner and workstations and ensure equipment is in working order.

2

Complete all Absent Voter Poll Book (Poll Book) forms required on a daily basis.
- Complete the Oath page by administering oaths to the chair and inspectors, ticking the checkboxes, and having all inspectors sign.
- Verify seals from the previous day.

3

On Opening Day
- From each scanner's reporting module, print a zero results report.
- Verify that no ballots have been cast.
- If the report is not at zero, zero the machine out.

On All Other Days
- From each scanner's reporting module, print a ballots cast report.
- Verify that the ballots cast number matches the ballots cast from the previous day's close.
- File this in the Poll Book.

4

Verify seals on all ballot cages. Complete seal log. Open the cages.

5

Verify seals on any ABC that needs to be reopened.
- Usually, only one ABC should be reopened – the last one closed the day before, if it has space for more ballots.

6

Complete box A of the "Daily Reconciliation and Ballot Summary" form by entering the total from a QVF report showing all voters whose ballots have been sent to the Processing Room thus far.