

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

Office of the Secretary of State

February 2014

This document provides procedures for the operation of the Election Systems and Software (ES&S) M650 central count tabulator.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

Table of Contents

OVERVIEW.....3

- Security and Chain of Custody Plan
- Certified System Software Version
- Acceptance Testing
- Ballot Management Plan
- Tabulation Plan
- Documentation Plan
- Staff Training
- Poll Worker Training
- Voter Information Campaign

PRE-ELECTION PROCEDURES.....8

- Preventative Maintenance and Calibration
- Maintenance Documentation
- Election Definition Programming
- Logic and Accuracy Test with Actual Election Ballots
- Logic and Accuracy Testing for ERM
- Marking Devices
- Procedure Training Manual

TABULATION.....11

- Logic and Accuracy Test on Election Day
- Ballot Preparation
- Ballot Inspection Process. “What Constitutes a Vote”
- Sort Switches
- Ballot Duplication and “Exception Ballots”
- Blank Ballots
- Indeterminate Read & Channel Code Errors
- Invalid Ballot Style Error
- Results Accumulation and Reporting

POST-TABULATION.....15

- Logic and Accuracy Test
- Retain Ballots and Test Documentation
- Incident Contingency Plans

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

BEST PRACTICES.....16

- Online Resources
- Prepare Detailed Plans and Procedures
- Pre-Election Testing and Reporting
- Election Day
- Data Transfer to Election Reporting Manager
- Sample Tracking Spread Sheet

ONLINE RESOURCES

Clerk's Resource Website: <http://www.sos.idaho.gov/elect/Clerk/clerkinfo.htm>.

[M650 Procedures](#)

[L&A Test for Single 650 Checklist](#)

[L&A Test for Multi 650 Checklist](#)

[ES&S M650 2.x Pre-Election Day Checklist](#)

[ES&S M650 2.x Election Day Checklist](#)

[M650 Operator's Manual](#)

[ES&S M650 Best Practices](#)

[Recommended Marking Devices V2](#)

[650 Tabulator Tracking Spreadsheet](#) [Excel]

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

OVERVIEW

- Security and Chain of Custody Plan
- Certified System Software Version
- Acceptance Testing
- Ballot Management Plan
- Tabulation Plan
- Documentation Plan
- Staff Training
- Poll Worker Training
- Voter Information Campaign

Security and Chain of Custody Plan

“The integrity of elections comes down to a series of processes and procedures administered by each county, combined with the technology and its established procedures.” *From the Election Technology Center, an industry group representing voting equipment manufacturers.*

Election computers, computer ballots files, ballots, tabulator(s), and all election definition and transfer zip disks must be secured at all times. Disable wireless connectivity on election laptops.

Counties must develop written security procedures and have a manual available for training and review. This manual should detail physical security of buildings, tabulators, election computers, ballot files, zip disks and ballots. Include subcontracted printers and secure transportation of ballots from printers to the county and to and from the polls.

County election personnel should operate in teams so that no one person is ever left alone with ballots, the tabulator(s) and the election definition and transfer zip disks once the logic and accuracy test has been certified.

Chain of custody procedures and sign off forms must be developed and implemented to track access to all ballots, ballot transport from printer(s) and to and from the polls, all zip discs, election computers and tabulator(s).

AutoMARK units, PCMCIA flash cards and ballots should also be included in a comprehensive security plan including chain of custody for access and installation of PCMCIA cards by county personnel.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

Certified System Software Version

Verify certified firmware and software versions on each unit. Document with date, ES&S technician, and responsible county observer(s). All units will be upgraded to Unity 3.4.0.0 during scheduled maintenance in 2014.

Table 1-2 Unity 3.4.0.0 System Hardware Components

Component	Hardware Version	Firmware Version
Model 100	1.3	5.4.4.5
DS200	1.2	1.6.1.0
Model 650	1.1, 1.2	2.2.2.0
AutoMARK	1.0, 1.1, 1.3	1.3.2907
DS850	1.0	2.2.0.0

Table 1-3 Unity 3.4.0.0 System Software Components

Component	Version
Audit Manager (AM)	7.5.2.0
Election Data Manager (EDM)	7.8.1.0
ES&S Ballot Image Manager (ESSIM)	7.7.1.0
Hardware Programming Manager (HPM)	5.8.0.0
Election Reporting Manager (ERM)	7.8.0.0
LogMonitor Service	1.0.0.0
AIMS	1.3.257
VAT Previewer	1.3.2907

Previously Certified versions:

- M650 version 2.1.0.0.
- Election Data Manager, (EDM) version 7.4.4.0.
- ES&S Image Manager, (ESSIM) version 7.4.2.0.
- Hardware Programming Manager, (HPM) version 5.2.4.0.
- Data Acquisition Manager (DAM), version 6.0.0.0.
- Election Reporting Manager (ERM), version 7.1.2.1.
- Audit Manager, version 7.3.0.0.

Acceptance Testing

Security begins with acceptance testing. Validate the performance of the system before acceptance. The purpose of acceptance testing is to ensure that the entire system is reading ballots, tabulating and reporting as specified.

Acceptance testing must include functionality testing of all features and controls on all tabulators. Logic and accuracy testing must be performed with a complete test deck and

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

expected results verified. Load testing with 1000 ballots must be performed to assure the tabulator(s) are operating as specified. Make arrangements with your vendor in advance to provide an election definition, a test deck and ballots to perform a load test before signing any acceptance documents. Keep copies.

If a county plans to accumulate results on a county spreadsheet the tabulator alone may be accepted after passing acceptance testing.

For those counties using Election Reporting Software (ERM) and computers supplied by the vendor a test of the entire system is required. Importing election data, reporting and archiving functions of the software and election computer must also be tested.

As there may be a period of time between the delivery of the equipment and the availability of a qualified Election Reporting Software (ERM) trainer, tabulators that pass county testing may be accepted as one component of the system and a “partial acceptance” of the system may be issued to the vendor.

When a vendor representative qualified to operate the Election Reporting Manager (ERM) demonstrates the transfer, archiving and reporting of data, including burning a CD-ROM of all election data, the system may be accepted as a whole. Make arrangements in advance with the vendor for acceptance testing of the entire system.

Ballot Management Plan

Diagram the ballot flow for your county. Utilizing the M650 is a complete system change even for those counties familiar with the M550 or other ES&S optical scan tabulators. All ballot management procedures must be evaluated and revised for the new system.

Detail each step including ballot layout, acceptance of the PDF version of the ballot, acceptance of the actual size printed version of the ballot, delivery to and from the printer, transport to and from the polls, tabulation and path of travel for “Exception Ballots” including duplications, write-ins and machine read errors.

Include secure storage of the ballots, testing reports, election definition disk and transfer zip disks, and all transferred data and reports from the election computer.

Every step of the tabulation process with the new system must be evaluated to assure procedures are correct and personnel are prepared. Conducting a mock election is highly recommended.

Tabulation Plan

Develop a tabulation plan. Detail procedures and documentation for each phase of the process for Absentee and Election Day ballots and “Exception Ballots”.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

Diagram the physical path of travel to insure ballots are not mixed during tabulation.

Include receiving ballots, labeling containers for counted, uncounted and “Exception Ballots” and a storage plan that allows access to duplications, originals and write-ins in case of a recount.

Develop a ballot preparation plan for Absentee ballots. Absentee ballots may require flattening and/or back folding to run through the tabulator. Use a small stack of ballots for each run to improve throughput of absentee ballots.

An “Exception Ballot” is defined as any ballot that stops the tabulator and requires review. Scanner operators should not review ballots. “Exception Ballots” should be placed in bins and sent to the resolution board. Include blanks, write-ins, indeterminate read errors and channel code read errors.

Diagram how “Exception Ballots” travel from the tabulator for review and back to the tabulator for counting. Include a plan for duplicates and originals to move to secure storage. Develop labels for containers, processing logs and sign-off forms.

If your county is using a single M650 develop a plan for reporting election data on a spread sheet. Data must be entered manually from the M650 “**Totals by Precinct**” report, checked and verified. Plan for transfer, verification, backup, and storage of all election data.

If your county is using multiple M650s and Election Reporting Manager (ERM) software to accumulate data, develop a plan for transfer, verification, backup of election data from each transfer zip disk for each transfer to the election computer. Include secure storage of the transfer zip disks.

The tabulation plan should also include election night reporting for both the county and the Secretary of State. Printed public reports, internet reports, computer displays and video displays should be prominently labeled “Unofficial Election Results”. Use the **Short Form Summary Report** from Election Reporting Manager (ERM) on election night. Do not report overvotes and undervotes in public reports on election night.

Documentation Plan

Insure that all security procedures, test data, tabulator reports, transfer data, public reports and results are verified, documented, archived and accessible for review. Retain election documentation for 22 months.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

Re-establish chain of custody if any component of the system needs to be returned to the manufacturer. This requires a new acceptance test when the component is returned to the county.

Track performance of each tabulator to facilitate repair and replacement of units if necessary. Document in detail any and all performed maintenance and/or upgrades. Retain maintenance and performance records on all units for the life of the unit. A sample spread sheet is included at the end of this document.

Staff Training

1. Election staff must receive detailed machine training from the vendor.
2. Election staff must receive training on security and chain of custody procedures.
3. Election staff must receive ballot management training detailing county procedures for securing, transporting, tabulating, duplicating and storing ballots.
4. It is highly recommended that the county conduct a mock election to familiarize election officials with the processes and procedures that need to be implemented prior to conducting their first election on the system.

Poll Worker Training

It is the responsibility of the county to insure that each voter receives a demonstration and knows how to properly cast a ballot that will be tabulated by machine.

“If a vote is properly cast according to the instructions given to the voter, the machine will count it.” U.S. Court of Appeals, 11th Circuit, December 6, 2000, Touchston and Sheppard vs. Michael McDermott.

Include in your poll worker training a required voter demonstration of proper ballot marking of an oval optical scan ballot which includes:

1. How to properly mark an optical scan ballot by completely filling in the oval.
2. How to request a new ballot if they make any mistake.
3. Not to erase or use “Xs” or check marks.
4. To vote a write-in, mark the oval and write the name on the line.
5. To carefully check their own ballot for stray marks.

Instruct poll workers to make it clear to all voters that an improperly marked ballot or a ballot with unintentional stray marks may not be readable by the tabulation equipment.

Voter Information Campaign

Plan to develop a comprehensive voter education campaign that instructs voters on how to mark an optical scan ballot properly.

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

PRE-ELECTION PROCEDURES

- Preventative Maintenance and Calibration
- Maintenance Documentation
- Election Definition Programming
- Logic and Accuracy Test with Actual Election Ballots
- Logic and Accuracy Testing for ERM
- Marking Devices
- Procedure Training Manual

Preventative Maintenance and Calibration

All M650 tabulators must be calibrated by the vendor during the preventive maintenance cycle. Any adjustment to calibration should be made by or with the assistance of a qualified ES&S technician.

Maintenance Documentation

Required maintenance documentation must track dates, county and vendor personnel with access to the tabulator(s), zip disk(s) and ballots. Detail all services performed on each tabulator. "Maintenance" is not adequate detail for documentation. Be specific.

Election Definition Programming

Determine with your ES&S representative how your election will be programmed. This decision will affect the operating mode of the scanner, report functions and the potential use of precinct header cards, precinct flush cards and volatile memory flush cards during tabulation.

For those counties not coding their own election, order 2 zip disks with the election definition for the M650 from the vendor. Store one of the disks in your vault.

At all times zip disks are to be treated as ballots and stored securely with chain of custody documentation showing all personnel with access to the disks.

Develop a timeline and sign-off procedures with the vendor to document and ensure the timely delivery of ballots and election specific programming for the tabulators. Allow adequate time for testing, possible changes, and pre-election logic and accuracy testing.

Logic and Accuracy Test with Actual Election Ballots

Perform the logic and accuracy test with actual election ballots to confirm the zip disk with the election definition coding is correct and that the machine is properly reading, tabulating and reporting the actual ballots for the election.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

This test should be done as soon as you receive ballots from your printer and the election definition from ES&S to allow time for corrections to coding or ballots.

The vendor will send you a test deck to document their election definition programming. Use the vendor's test deck to check programming. Confirm the zip disk containing the M650 election definition coding is correct and that the machine(s) is properly reading, tabulating and reporting. Do not use the vendor's test deck for final logic and accuracy tests.

When actual ballots are available, in even numbered years send one precinct to the state for the state test deck. A short test deck for one precinct will be marked and returned to the county to use as an example.

Make a complete county test deck for all precincts and rotations. All ballot positions and rotations must be verified. The state test deck for one precinct may be used for public demonstrations after the tabulator(s) have been tested with the complete county test deck. In Odd numbered years, make a complete county test deck. One recent of the county test deck may be used for public demonstrations

Before testing "Zero" all tabulators. Print a long form "**Grand Totals Report**" to confirm all totals are zero and no votes remain in the memory before testing.

Set the M650 sort options for **Blanks**, and **Write-ins**. The blanks and write-ins will not be tabulated and will not appear on the "Precinct Report" and will need to be added manually to match the expected results.

Test each machine(s). Print a long form "**Totals by Precinct Report**" with overvotes and under votes to confirm expected results. If the tabulators and ERM do not successfully duplicate expected results after 2 attempts call your ES&S representative immediately.

After successful testing "Zero" all tabulators. Print a long form "**Grand Totals Report**" to confirm no totals remain in the tabulator memory after logic and accuracy testing and that the tabulator is ready to count ballots on Election Night.

Logic and Accuracy Testing for ERM

Logic and accuracy testing must include all machines and accumulation of results in Election Reporting Manager (ERM).

Follow the procedure above for each machine. Transfer the totals from all machines via USB memory device to the Election Reporting Manager (ERM). Compare all reports to the test deck to assure accuracy.

If the tabulators and ERM do not successfully duplicate expected results after 2 attempts call your ES&S representative immediately.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

After successful testing “Zero” all tabulators and print a “zero” report to confirm no totals remain in the tabulator memory after logic and accuracy testing and that the tabulator is ready to count ballots on Election Night.

Save all testing data and reports and burn a CD-ROM with results and reports to document successful logic and accuracy testing. Clear totals from ERM after testing to and ensure the software is ready for Election Day ballots. Save all testing documentation for 22 months.

It is recommended as part of county testing to produce public reports, labeled “Unofficial Election Results” and test the election night reporting process and equipment.

Marking Devices

Counties are to provide voters at the polls with ES&S approved marking devices. Absentee voters are to be instructed to use a Blue or Black ink pen or #2 pencil.

Procedure Training Manual

Develop written procedures to train personnel in:

- Security and Chain of Custody procedures and documentation.
- Pre-tabulation ballot preparation procedures, logging and container labeling.
- Folded absentee ballot preparation, logging and container labeling.
- Election night ballot management, transport and labeling procedures.
- Ballot sorting procedures when the machine stops for “Exception Ballots” including blanks, write-ins and ballots with non-conforming markings or stray marks producing an “Indeterminate Read” error, and “Code Channel” errors.
- Duplication and Write-in procedures.
- M650 operator error recovery if a precinct(s) needs to be re-counted.
- Precinct Header Cards, Flush Precinct Card, and Volatile Memory Flush card procedures.
- M650 machine failure procedure.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

- Transfer procedure to Election Reporting Manager (ERM) including accumulation, backup of all transferred election data and reporting of “Unofficial Election Results”.
- Backup and secure storage of all election data including data transfers from zip disks and printed reports.
- Election night reporting to the Secretary of State
- Election computer backup and failure procedure.
- Storage and container labeling procedures for absentee ballots, election night ballots, absentees, duplications, originals and write-in ballots.

TABULATION

- Logic and Accuracy Test on Election Day
- Ballot Preparation
- Definition of a Vote for Optical Scan Ballots
- Sort Switches
- Ballot Duplication and “Exception Ballots”
- Blank Ballots
- Indeterminate Read & Channel Code Errors
- Invalid Ballot Style Error
- Results Accumulation and Reporting

Logic and Accuracy Test on Election Day

Test all machines with the state test deck or one precinct from the county test deck before and after tabulation on Election Day. “Zero” all tabulators before testing. Print a long form “**Grand Totals Report**” and verify that all totals are zero. Set the M650 sort options for **Blanks**, and **Write-ins**. Print a long form “**Totals by Precinct Report**”, manually add write-in votes and confirm expected results. If the unit fails to pass on the second test call your ES&S representative immediately.

After successful testing “Zero” the tabulator(s) print a long form “**Grand Totals Report**” to confirm no votes remain in the tabulator memory after testing.

The logic and accuracy test must include Election Reporting Manager (ERM). Confirm expected results from each machine with the “**Totals by Precinct Report**”. Transfer the totals from all machines via zip disk to the Election Reporting Manger (ERM). Save all data and a “**Precinct Summary Report**”. Manually add the write-in totals from each machine “**Totals by Precinct Report**” report and verify expected results against the

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

“Precinct Summary Report”. Burn a CD-ROM with all test results and the **“Precinct Summary Report”**.

After successful testing “Zero” ERM to confirm no votes remain in the tabulator memory after testing and ERM is ready to accumulate election data.

Ballot Preparation

Before tabulation inspect ballots and remove damaged ballots and send them to the duplication board for review.

ES&S recommends ballots be as flat as possible, fanned several times and carefully aligned before placing a stack into the tabulator. A stack of ballots 3 to 4 inches (150 ballot pages) prevents overloading the tabulator with too many ballots per run especially for folded absentee ballots.

Ballot Inspection Process – What is to be counted as a Vote?

Counties are to follow the Secretary of State’s directive for optical scan ballots to determine in a fair and consistent manner what markings are to be counted as a Vote.

“An optical scan voting system requires that the elector place a mark in a pre-defined area on the ballot in order to cast a vote. The vote shall be considered valid when the vote tabulator recognizes a mark within the predefined area unless the ballot is rejected as being blank.

If the tabulation device rejects the ballot as being blank, and it appears that the reason is because the ballot was marked consistently, but in a manner that it could not be read by the device, the ballot is to be duplicated in a machine readable manner from the marks on the original ballot.

If the tabulation device rejects the ballot because of an “indeterminate read error”, the ballot is to be examined by the duplication board and, if the board can determine the intent of the voter, duplicated in a machine readable manner from the marks on the ballot. If the duplication board cannot determine the intent of the voter, or if the members of the board disagree on the intent of the voter, the ballot is to be duplicated with the race or races in question left blank so that no vote will be recorded for the race or races in question.

An elector shall not place on the ballot a sticker bearing the name of a person, or use any other method or device, except writing, to vote for a person whose name is not printed on the ballot.”

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

See the [Idaho Election Handbook](#) and “[What Constitutes a Vote](#)” on the Clerk’s Resource website for guidelines for tabulating ballots with write-ins.

Also, as it may be necessary at times to hand count optical scan ballots, see the Paper Ballot Procedural Manual for approved procedures for hand counting ballots available on the [Clerk’s Resource website](#).

Sort Switches

Set the M650 sort options for **blank ballots** and **write-ins** if a valid declaration of intent to be a write-in candidate has been filed. Blank ballots and write-ins, require inspection by the duplication board for resolution.

Ballot Duplication and “Exception Ballots”

Staff must fully understand and follow sorting, inspection, and duplication procedures when the machine stops for any “Exception Ballot”.

Diagram the path of travel of all “Exception Ballots”. Make certain they can be tracked, accounted for and accessible for review. Include all sorted “blanks”, original and duplicate ballots, ballots with a valid write-in, and ballots duplicated for “Invalid Ballot Style” error, “Code Channel” error and “Indeterminate Read” errors.

Counties are to use the existing ballot duplication procedures for ballots that are unreadable by machine.

The duplication board requires a foreman/supervisor responsible for logging in exception ballots from the scanner(s), overseeing duplication procedures, checking that duplicates and originals are labeled properly, that duplicates are returned to the appropriate scanner for tabulation and all exception ballots are stored properly.

All “Exception Ballots” including counted duplicate ballots, original ballots, ballots with a valid write-in, and machine error ballots should be stored carefully to allow access should there be a re-count as these ballots would likely be examined first.

Blank Ballots

When the M650 sorts a blank ballot the ballot will be duplicated in a machine readable manner from the marks on the original ballot. See “Definition of a Vote – What is to be Counted” above for more detail.

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

Indeterminate Read Errors and Channel Code Errors

If the scanner stops for an “Indeterminate Read Error” or a “Channel Code Error” sort the ballot to the appropriate bin for review by the duplication board and resolution. Scanner operators should not review ballots. Place a sticky note on the ballot indicating in which channel the error occurred as displayed by the scanner. The ballot is to be duplicated in a machine readable manner by filling in those ovals that contain a mark.

Invalid Ballot Style Error

ES&S recommends re-running ballots that produce an “Invalid Ballot Style” error. Many times the ballot will be read the 2nd time through the scanner. If the ballot is not read, sort the ballot to the appropriate bin for review by the duplication board and resolution.

Results Accumulation and Reporting

“**Save**” often and “**Save to Disk**” after each precinct.

Counties utilizing a single M650 will accumulate results directly from the “**Totals by Precinct Report**” in a spread sheet. Set up the spread sheet in advance. Check data entry carefully and verify data is accurate.

For counties using multiple M650s special attention must be paid to uploading election data to the Election Reporting Manager (ERM) software to avoid inaccurate results. Work with ES&S staff to develop an appropriate data transfer plan.

Before transferring data print and save a “**Precinct Summary Report**” from the Election Reporting Manager (ERM) software to confirm that there are no votes in any precincts before importing data from the transfer disks.

Transfer data based on the number and size of precincts tabulated by each M650. According to ES&S each disk will hold from 8,000 to 12,000 ballots. Save all transfer disks. Be sure disks are labeled with tabulator number, date, time, and disk number.

Use a data transfer log to track all transfer disks from each tabulator for each transfer to confirm data verification and backup on the election computer. Save election data files from each transfer disk to pre-made storage folders on the election computer. Time stamp, rename and save files.

Upload transfer disks from each machine to the Election Reporting Manager (ERM) software. Provide M650 operators with new pre-formatted and labeled transfer disks.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

Print and save a “**Precinct Summary Report**” after each transfer. Check the totals for anomalies or inconsistencies before generating any public reports. Give each report a unique name, time stamp and save in the pre-made folders on the election computer.

At the completion of tabulation verify that all election data from regular ballots, absentee and “Exception Ballots” has been transferred to the Election Reporting Manager (ERM).

Election Reporting Manager (ERM) operators will confirm the accuracy of all data transfers and public reports with the clerk or election supervisor before distributing public reports in print, for public display or before posting to the internet.

All public reports in all forms must be stamped or labeled “Unofficial Election Results”. All public reports should not display overvotes and undervotes. Report “Unofficial Election Results” to the Secretary of State before going home election night.

POST-TABULATION

- Logic and Accuracy Test
- Retain Ballots and Test Documentation
- Incident Contingency Plans

Logic and Accuracy Test

After tabulation, a logic and accuracy test must be performed to demonstrate that the tabulator(s) have functioned properly. The state test deck or county test deck for one precinct may be used for the test after tabulation.

Before testing “Zero” all tabulators. Use the same procedure and print and save the same reports as the initial Election Day logic and accuracy report.

After successful testing “Zero” the tabulator and confirm no totals are left in the memory after testing.

The logic and accuracy test must include Election Reporting Manager (ERM). Transfer the totals from all machines, save all data and reports.

Retain Ballots and Test Documentation

For those counties using Election Reporting Manager (ERM) software, plan to burn a CD-ROM containing all transfer and reporting files in the event the election needs to be re-created. All testing documentation should also be saved to CD-ROM.

All ballots and test documentation including Election Definition zip disks, logic and accuracy testing reports, test decks, transfer disks containing election data, transferred data files on CD-ROM, results reports from the M650 and Election Reporting Manager

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

(ERM) and results spread sheets are to be retained for 22 months. Store the machines and election computers securely.

Incident Contingency Plans

It is essential that counties develop an incident contingency plan with the vendor and near by counties utilizing similar tabulators in case of equipment failure. This plan must be developed well in advance of the election as the vendor may need to coordinate machine specifications between counties to allow ballots from one county to be tabulated on the machines used in another county.

Know and practice the process for clearing precinct totals from the M650 by using the ES&S procedure for “Precinct Flush Cards” and “Volatile Memory Flush Cards” in the event counted and uncounted ballots are mixed during tabulation. “Flush Cards” must be ordered in advance from the vendor.

Those counties using the M650 should prepare a plan in the event one or more machines fails. Know how to retrieve results from transfer disks, know which personnel would be responsible and how the transfer of data would be documented.

Counties using Election Reporting Manager (ERM) must develop a plan in case of the failure of a zip disk or the election computer. Include election data backup and retrieval from transfer zip disks.

BEST PRACTICES

- Online Resources
- Prepare Detailed Plans and Procedures
- Pre-Election Testing and Reporting
- Election Day
- Data Transfer to Election Reporting Manager
- Sample Tracking Spread Sheet

Online Resources

Clerk’s Resource Web Site: <http://www.sos.idaho.gov/elect/clerk/clerkinfo.htm>.

Procedures are posted on the Clerk’s Resource website along with an election calendar, ballot samples, grant applications, procedural manuals and other resources. Check this site often for updates. Bookmark or download documents for quick reference.

2014 IDAHO PROCEDURES

ES&S M650 CENTRAL COUNT TABULATOR

ES&S Manuals:

ES&S Pre-Election Checklist
ES&S Election Day Checklist
ES&S Operator's Guide

ES&S Portal Web Site. Check the ES&S Portal for equipment updates. Download and print all appropriate technical bulletins.

<http://www.essvote.com/HTML/home.html>

The U.S. Election Assistance Commission. The U.S. Election Assistance Commission, (EAC), has issued seven Quick Management Guide brochures.

http://www.eac.gov/election_management_resources/default.aspx.

Prepare Detailed Plans and Procedures

- Evaluate and document security for ballots, tabulator(s), zip disk(s), computer files and computers.
- Design, use and archive chain of custody sign off forms for personnel.
- Diagram ballot flow from incoming through final storage of ballots to insure ballots are not mixed during tabulation. Include path of travel for all "Exception Ballots".
- Diagram data flow from ballot development to M650 programming, data transfer to Election Reporting Manager (ERM) software, public reporting and archiving of all ballot files, results files, testing reports, and public reports.
- Develop absentee procedures and tabulation plan.
- Develop a tabulation plan for "Exception Ballots" including blank ballots, valid write-in ballots, and ballots requiring inspection including ballots with Indeterminate Read errors and Channel Code errors.
- Document in procedural manuals all processes and forms for review and training.
- Ensure that all procedures, testing verifications, tabulator reports, transfer data, public reports and results are verified, archived, and accessible for review.
- Develop a voter information campaign. Emphasize properly marking an optical scan ballot so that all ballots are machine readable.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

- Design poll worker training to demonstrate and instruct proper marking, requesting a new ballot for any mistake, no erasures, Xs, or check marks. Voters should be instructed to carefully check their ballot for stray marks that may effect readability by the scanner.

- Develop detailed contingency plans for power failure, M650 failure, election computer failure, mixed ballots during tabulation, precinct header card procedure, and Election Reporting Manager (ERM) failure.

Pre-Election Testing and Reporting

- Master Election definition disks and all transfer disks are to be treated liked ballots and secured at all times. Use sign-off forms for all personnel.

- Label master disks and transfer disks carefully with date, time, election title, disk number and scanner number. Make pre-printed labels for all disks, transfer containers and storage boxes.

- Secure one copy of the Election Definition zip disk in vault. After the election definition is loaded on the M650(s), secure the second copy in vault. Do not use an election definition zip disk for data transfer.

- Before testing, assign each M650 an identifying number.

- Zero all tabulators. Print and verify a long form **“Grand Totals Report”**.

- Set the M650 sort options for **Blanks**, and **Write-ins**.

- Perform logic and accuracy test with actual election ballots to confirm tabulation coding, ballot printing accuracy and report functions. If the tabulator fails testing after the second attempt contact your ES&S representative immediately. Print long form **“Totals by Precinct Report”** to confirm expected results.

- Transfer test data via zip disk if using Election Reporting Manager (ERM) or record data in county spread sheet if using a single M650. Print and save reports from the tabulator(s) and Election Reporting Manager (ERM) to verify data transfer and backup procedures.

- Save all test data in a special folder on the election reporting computer or with test ballots if using a single M650. Verify and sign off and save all results reports and store for 22 months with ballots and election data.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

- Check public reporting procedure and displays. Make sure all public reports and displays are stamped or labeled “Unofficial Election Results”. Do not reports undervotes or overvotes on public reports.
- “Zero” the tabulator(s) to clear test results. Produce a “**Grand Totals Report**” to confirm no votes are left in memory after testing and that the tabulator is ready for counting Election Day ballots.

Election Day

- Perform public logic and accuracy test. Print long form “**Totals by Precinct Report**” to confirm expected results. Remember to “Zero” the tabulator and print confirming reports before and after testing.
- Transfer test data to spread sheet or via zip disk to Election Reporting Manager (ERM), print “**Precinct Summary**” reports to confirm transfer procedure. Save test data on the election reporting computer and printed reports with test ballots.
- Verify and sign off on all test reports and store for 22 months with ballots.
- Check public reporting procedure and displays for accuracy. Make sure all public reports and displays are stamped or labeled “Unofficial Election Results”. Do not report undervotes and overvotes on public reports.
- Prepare and label ballots for scanning.
- Scan ballots with **BLANK** switch “**ON**”, **OVERVOTE** switch “**OFF**” and **WRITE-IN** switch “**ON**” (if there is a valid write-in candidate).
- Press “**Save**” often to save data from the volatile memory to the M650 hard drive. Label the M650 with a notice to operators to “Save” often.
- Press “**ENABLE and SAVE**” to transfer current cumulative data from the M650 hard drive to a formatted and labeled transfer disk. “**SAVE to DISK**” after each precinct.
- Store counted ballots away from incoming ballots, “Exception Ballots” and duplications. Color code “counted” boxes, pre-print labels with date, time, election title, transfer disk number, scanner number and precinct.
- Sort all “Exception Ballots” for review by the duplication board. “Exception Ballots” include blank ballots, ballots with a valid write-in, and machine errors including “Indeterminate Read” errors and “Channel Code” errors.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

- M650 operators should not review ballots.
- Separate “originals” and “duplicates” before moving duplicated ballots from the duplication board to the assigned tabulator(s) to avoid mixing ballots.
- To facilitate review if necessary, duplicated ballots, original ballots and write-ins should be stored by precinct and separated from counted “normal” ballots.

Data Transfer from the M650 to Election Reporting Manager (ERM)

- Before initial logic and accuracy testing, set up storage folders on the election computer to save the election testing files from each M650, all election data files from each transfer disk for each data transfer to the election computer.
- Do not use the election definition zip disks for data transfer. Develop a backup up plan for zip disk and election computer failure. Have a second computer ready with pre-made storage folders.
- Plan to time stamp and record the M650 number and precincts tabulated for each machine for each file transfer. Plan to rename transferred files to avoid overwriting files.
- Save all public reports on the election computer with all election data files and testing documentation.
- Plan to burn a CD-ROM of all testing and all transferred election data after the post election logic and accuracy test.
- The CD-ROM will contain all election testing verification reports from ERM, election data files from each machine for each transfer and all public report files.
- Transfer data based on the number and size of precincts tabulated each a M650. According to ES&S each disk will hold from 8,000 to 12,000 ballots.
- Remove and securely transport the transfer zip disk to Election Reporting Manager (ERM) operator for upload to the software. Use a tracking log to verify transfer and backup of data from each disk.
- Issue M650 operators a formatted zip disks. Format transfer disks in advance.
- Securely archive all transfer zip disks with ballots, printed test data and printed public reports.

2014 IDAHO PROCEDURES ES&S M650 CENTRAL COUNT TABULATOR

- Burn a CD-ROM of all files saved on the election computer. The data stored on the CD-ROM should be a complete picture of all data allowing the county to re-create the election if necessary. Store the CD-ROM securely in the vault with the election definition zip disks.

Sample Tracking Spread Sheet

A sample spread sheet to assist in developing county procedures for security, documentation, maintenance, testing and performance of each tabulator is available on the Clerk's Resource website: <http://www.sos.idaho.gov/elect/Clerk/clerkinfo.htm>.