

2014 IDAHO PROCEDURES

ES&S M100 PRECINCT TABULATOR

Office of the Secretary of State

February, 2014

This document provides procedures for the operation of the Election Systems and Software (ES&S) M100 precinct tabulator.

**2014 IDAHO PROCEDURES
ES&S M100 PRECINCT TABULATOR**

Table of Contents

OVERVIEW.....2

- Security and Chain of Custody Plan
- Current Certified ES&S Hardware, Firmware and Software versions
- Acceptance Testing
- Ballot Management Plan
- Tabulation Plan
- Documentation Plan
- Staff Training
- Poll Worker Training
- Voter Information Campaign

PRE-ELECTION PROCEDURES.....6

- Preventative Maintenance and Calibration
- Maintenance Documentation
- Initial State Report and Certification/Zero Report
- Election Definition Programming
- Logic and Accuracy Test with Actual Election Ballot
- Marking Devices
- County Procedure Training Manual

TABULATION.....9

- Initial State Report and Certification/Zero Report
- Program for Blank Ballots
- Program for Over-voted Ballots
- System Messages and Errors
- Tabulating Write-in Ballots at the Polls
- Ballot Inspection Process – What Constitutes a Vote?
- Posting and Returning Results Tapes
- Returning Ballots and PCMCIA Cards
- Returning the M100 and Ballot Box
- Results Accumulation and Reporting

EARLY VOTING PROCEDURES.....12

POST-TABULATION.....13

- Retain Ballots and Documentation
- Incident Contingency Plans

BEST PRACTICES14

- Information Web Site
- ES&S Portal Web Site
- The U.S. Election Assistance Commission
- Detailed Plans and Procedures Check List

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

2014 IDAHO PROCEDURES ES&S M100 PRECINCT 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 manufactures.*

Election computers, pdf ballot files, ballots, tabulator(s), and all PCMCIA election definition and results cards must be secured at all times. Disable wireless connectivity on election laptops if applicable.

Counties must develop written security procedures available for training and review. Detail physical security of buildings, tabulators, PCMCIA election definition and results cards, election computers, ballot files and ballots. Include security measures for subcontractors, printers, secure transportation of ballots from printers to the county, and to and from the polls.

Chain of custody procedures and sign off forms must be developed and implemented. County election personnel should operate in teams so that no one person is ever left alone with ballots, the tabulator(s) and the PCMCIA election definition and results cards.

Track access to all ballots, from printer(s) as well as to and from the polls, all PCMCIA election definition and results cards, election computers and tabulator(s).

Current Certified ES&S Hardware, Firmware and Software versions

The vendor, ES&S, will upgrade hardware and firmware versions during regular maintenance. Before each election verify and document certified hardware and firmware and versions on each unit with date, ES&S technician, and responsible county observer(s). Document all repairs and upgrades. Copy and retain any vendor

**2014 IDAHO PROCEDURES
ES&S M100 PRECINCT TABULATOR**

documentation of maintenance or upgrades to all equipment including AutoMARK ballot marking devices.

Software versions are important for counties that program their own elections with Unity 3.4.0.0. ES&S will program elections for the certified hardware and firmware versions below:

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

Acceptance Testing

Security begins when equipment arrives for acceptance testing.

Validate the performance of the complete system before signing off on acceptance documentation from the vendor.

Before a county may accept any new tabulation equipment the county must perform detailed acceptance testing. The purpose of acceptance testing is to ensure that the tabulator(s) is reading, tabulating and reporting as specified.

Acceptance testing must include functionality testing of all features and controls on all units. Logic and accuracy testing must be performed and verified with a complete test deck developed by the county in addition to the vendor's test deck. Load testing with a significant number of ballots must be performed to assure the tabulator(s) are operating as specified in the contract with the vendor. Make arrangements with your vendor in advance to provide a test deck and additional ballots to perform a load test.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

If the county is accumulating results with the Election Reporting Manager (ERM) software, the acceptance test must include transfer of data from the tabulator(s) to the Election Reporting Manager (ERM) to ensure accurate transmission and accumulation of results. If the county is using vendor software to post unofficial election results on the internet, the acceptance test should include a demonstration of this feature.

Ballot Management Plan

Diagram the ballot flow for your county. All ballot management procedures must be included. The security of the ballot and all files must be maintained.

Detail each step including ballot layout, proofing and acceptance of the PDF version of the ballot, proofing and acceptance of the printed version, transportation from the printer, transport to and from the polls, tabulation procedures including duplication, write-in hand count procedures, and secure storage of the ballots, testing reports, election definition and PCMCIA election definition and results cards.

Every step of the tabulation process must be planned to assure security and that procedures are correct and personnel are prepared. A mock election is highly recommended.

Tabulation Plan

Develop a tabulation plan. Detail procedures and training documentation for each phase of the process for absentee ballots, absentee in person or early voting and Election Day ballots.

Include receiving ballots at the election central, ballot preparation of folded absentee ballots returned to the polls, duplication of damaged ballots, and a storage plan that allows access to duplications, originals and write-ins in case of a recount.

If your county is using Election Reporting Manager (ERM) software to accumulate data, develop a plan for transferring election data from each PCMCIA card to the election computer. Include machine reports for verification of election data after transfer into the Election Reporting Manager (ERM) and secure storage of the machine tapes and PCMCIA cards.

If your county is not using Election Reporting Manager (ERM), develop a plan for reporting election data on a spread sheet. Data must be entered from the M100 machine tapes by hand and verified. Proof carefully.

The tabulation plan should also include election night reporting for both the public and the Secretary of State. Printed public reports, internet reports, computer displays and video displays should be prominently labeled “Unofficial Election Results”.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Do not include undervotes or overvotes on public reports of “Unofficial Election Results. For public reporting use the Short Form Summary Report if using Election Reporting Manager (ERM) that does not report overvotes and undervotes.

If you are using a spread sheet to accumulate results and build reports, do not include overvotes and undervotes and label all public reports “Unofficial Election Results”.

Documentation Plan

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

Re-establish chain of custody if any component of the system does not pass acceptance testing and is returned to the manufacturer. When the equipment is returned to the county a new acceptance test and chain of custody procedures are required. Chain of custody must be re-established on any equipment sent out of county for repair. A new acceptance test must be performed.

Track performance of each unit to facilitate repair and replacement of units if necessary. Document in detail any and all performed maintenance and/or upgrades before signing off on vendor documentation. Retain maintenance and performance records on all units for the life of the unit.

Staff Training

Election staff must receive detailed machine training from the vendor and the county. Election staff must also receive county training on security and chain of custody procedures. Election staff must receive ballot management training detailing county procedures for securing, transporting, tabulating, duplicating and storing ballots. Training and procedures must be documented in a manual for review and future use as personnel may change.

Poll Worker Training

It is the responsibility of the county to insure that each voter receives a ballot marking demonstration and understands how to properly cast a ballot that will be successfully 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.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Instruct poll workers to make it clear to all voters that an improperly marked ballot or a ballot with unintentional stray marks may cause the M100 to reject the ballot.

Include in your poll worker training the 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 properly vote for a write-in candidate by filling the oval next to the write-in line and writing the name on the line.
3. Not to erase mistakes, use “Xs” or check marks.
4. How to request a new ballot if they make any mistake.
5. To carefully check their own ballot for stray marks.

Poll worker training should include procedures for ballot security, opening and closing the polls, printing and verifying reports, dealing with Blank ballots, Over-voted ballots, System Messages and Errors and potential machine failure or power outage.

Voter Information Campaign

Plan to develop a voter education campaign that instructs voters on how to properly mark an optical scan ballot and use the M100.

PRE-ELECTION PROCEDURES

- Preventative Maintenance and Calibration
- Maintenance Documentation
- Initial State Report and Certification/Zero Report
- Election Definition Programming
- Logic and Accuracy Test with Actual Election Ballot
- Marking Devices
- County Procedure Training Manual

Preventative Maintenance and Calibration

All M100 tabulators must be calibrated by the vendor during preventive maintenance. Make sure the “read heads” are cleaned and that the M100 calibration is set as these procedures can only be performed by an ES&S technician.

Maintenance Documentation

Document all maintenance. Track dates and performance issues. Document county and vendor personnel with access to the tabulator(s) and PCMCIA cards. Detail all services, repairs and upgrades performed on each tabulator. Be specific. Do not sign off on vendor documentation until repairs or upgrades are verified.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Initial State Report and Certification/Zero Report

The Initial State Report and Certification/Zero Report are necessary to assure that the election definition is correctly programmed and that no totals remain in the tabulator memory from a previous election or from logic and accuracy testing. Review and print these reports if they are not automatically generated when the M100 is powered on.

Election Definition Programming

Order a backup PCMCIA card with the election definition for all precincts from the vendor in addition to PCMCIAs necessary for each machine. Store the backup PCMCIA card in your vault.

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

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

If you plan to pick up the M100 units after election night, instruct poll workers to remove the card after closing the polls and printing reports. Return the card with voted ballots in a sealed, waterproof, static free bag from the vendor.

Logic and Accuracy Test with Actual Election Ballots

Perform the logic and accuracy test with actual election ballots to confirm the PCMCIA cards with the M100 election definition coding is correct and that the machine is properly reading, tabulating and reporting the actual ballots for the election.

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. Do not use this test deck for logic and accuracy testing as it does not use actual election ballots from your printer. However you may run a quick check of your programming with this test deck.

When ballots are available, send one precinct for each Legislative District, if you have more than one Legislative District, to the Secretary of State's Office. A test deck for each precinct received will be marked and returned to the county to use for testing and as an example for creating your other county test decks.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Make a complete county test deck for all precincts and rotations. All ballot positions and rotations must be verified. The state test deck may be used for public demonstrations after the all M100s have been tested with the complete county test deck.

Zero all tabulators before testing. Print a Certification/Zero report and verify that no votes remain in the machine before testing. Test all machines by processing the county test deck. After processing the county test deck(s) print a Poll Report to confirm expected results of the logic and accuracy test.

After successful testing, zero the tabulator and print a Certification/Zero report to confirm no votes are left in the memory. Save all testing documentation with ballots for 22 months.

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 #2 pencil or Blue or Black ink pen.

County 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
- Logic and Accuracy testing and county test deck preparation.
- Folded absentee ballot preparation, logging and container labeling
- Election Day ballot management, closing the election and printing of election reports, poll worker signatures and verification of reports, posting reports at the polls, labeling procedures and secure transport of results tape and PCMCIA cards to the election office for accumulation of results.
- Poll worker training to respond to voters when “Ballot Exceptions” occur at the polls including blank ballots, over-voted ballots, and system messages and errors.
- Poll Worker training for write-in procedures, including ballot box procedures for sorted write-in ballots, hand counting ballots at the polls and documentation of results.
- M100 machine failure procedure and replacement or backup at the polls.
- Accumulation of results procedure to county spreadsheet from M100 printed reports or electronically if using the Election Report Manager (ERM) software.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

- Verification and presentation of all public “Unofficial Election Results” reports. Be sure to label all public “Unofficial Election Results”. Election night public reports and reporting to the Secretary of State.
- Election computer failure procedure.
- Backup and secure storage of all election data including printed reports from the M100 and PCMCIA cards containing results. Secure storage and container labeling procedures for absentee ballots, Election Day ballots, write-in ballots, testing reports, and election night unofficial reports

TABULATION

- Initial State Report and Certification/Zero Report
- Program for Blank Ballots
- Program Over-voted Ballots
- System Messages and Errors
- Tabulating Write-in Ballots at the Polls
- Tabulation of Primary Non Partisan Ballots
- Ballot Inspection Process – What Constitutes a Vote?
- Posting and Returning Results Tapes
- Returning Ballots and PCMCIA Cards
- Returning the M100 and Ballot Box
- Results Accumulation and Reporting

Initial State Report and Certification/Zero Report

The Initial State Report confirming the correct election definition programming will print automatically when the M100 is powered up. Verify the information on the report is accurate. Poll worker signatures are required to verify the M100 is programmed correctly and working properly at the polls. Print a Zero Report to confirm that no votes are left in the machine from logic and accuracy testing. Save these reports with ballots.

Program for Blank Ballots

The M100 should be programmed to detect and notify the voter when it encounters a completely blank ballot. An audio alert will sound and the display will indicate that a blank ballot was detected and offer the voter two choices, **Accept** or **Return**.

If the voter selects **Return**, they may take their ballot back to a voting booth and mark their choices or they may **Accept** the ballot as is.

NOTE: No alert should be programmed for ballots with undervotes. The ballot must be completely blank for the alert to sound.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Program for Over-voted Ballots

The M100 should be programmed to detect and notify the voter when it encounters an over-voted race on a ballot. An audio alert will sound and the display will indicate that an over-voted race or issue was detected and offer the voter two choices, **Accept** or **Return**.

If the voter selects **Accept**, the ballot will be counted and the over-voted races will receive an over-vote. If the voter selects **Return**, spoil the ballot and issue the voter a new ballot.

System Messages and Errors

If a ballot is unable to be processed due to damage, inappropriate marks or M100 problem, an error message will appear and an audio alert will sound. If the problem is a ballot issue, spoil the ballot and issue the voter a new ballot. If the display indicates a system message, instruct the poll worker to contact your election office for assistance.

If an M100 fails at the polls all ballots must be recounted. Instruct poll workers in the use of the emergency/auxiliary ballot bin during training. Return the unit to the election office with all ballots. With another M100 and the backup PCMCIA card, print a zero report to assure no totals are left in the tabulator memory and recount ballots.

Tabulating Write-in Ballots at the Polls

Ballots with valid write-ins as programmed in the election definition will be sorted by the M100 internal diverter. Instruct poll workers to remove write-in ballots from the ballot box, tabulate the write-ins manually and write results on the Poll Report. The paper ballot Tally Sheet and paper ballot counting procedures should be followed. See the [“Paper Ballot Manual”](#) on the Clerk’s Resource Website for hand counting procedures.

Ballot Inspection Process – What Constitutes 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.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

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.”

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](#).

Posting and Returning Results Tapes

Section 34-1203 of the Idaho Election Laws requires poll workers to post a copy of election results at the polling place. Instruct poll workers to print 2 copies of the Poll Report after closing the polls, write the results of Write-Ins on the reports if appropriate and verify with signature. Label the reports “Unofficial Election Results”. Post one at the poll and return the other to the county clerk as directed.

Returning Ballots and PCMCIA Card

Remove all ballots from the M100 ballot box and return to the county clerk in a secure container as directed. Keep valid write-ins separate from other ballots for review. Remove PCMCIA card and return with voted ballots in a sealed, waterproof, static free container available from the vendor.

Returning the M100 and Ballot Box

Return the M100 and ballot box to the county as prescribed by the county clerk.

Results Accumulation and Reporting

Counties not utilizing the Election Reporting Manager (ERM) software will accumulate results directly from the printed Poll Reports from each precinct in a spread sheet. Check data entry careful and verify accuracy before issuing any public or internet reports of “Unofficial Election Results.” Counties using ERM, test the complete system during

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

logic and accuracy testing and include posting of “Unofficial Election Results” to the county website and the Secretary of State’s election night reporting.

EARLY VOTING PROCEDURE

34-1012 I.C. details alternative procedures for alternate procedures for absentee voting, called early voting.

34-1013 I.C. requires a detailed security plan be submitted to the SOS before approval for alternative procedures for early voting.

34-1108 I.C. Access to the early voting polling place and accessible voting options are the same as voting at the polls. AutoMARKs are required for Federal elections.

A detailed security plan approved by the office of the Secretary of State is required 30 days before early voting. 24 hour security for voted ballots, access to un-voted ballots, ballot boxes and tabulators are essential during the early voting.

Ballots may not be tabulated before Election Day. Open the polls on the first day of early voting and close the polls **on Election Day** and tabulate results. Although early voting closes at 5 p.m. on the Friday before the election, do not select the “close the polls” option or print reports on the tabulator until Election Day.

Follow the manufacturer’s pre-election and Election Day checklists before beginning early voting. Perform a logic and accuracy test with a county test deck of all precincts and save results tapes. Clear all results and print and save zero results tapes after testing. Show the first elector all ballot bins and verify they are empty.

Open the Polls on the first day of early voting:

1. Start the scanner with the control key, the system initializes and the message “ELECTION CARD INSERTED: OPEN POLLS NOW?” appears. Select **YES** to open the polls.
2. The message “PLEASE TURN KEY/SWITCH TO VOTE” appears on the scanner display screen. Turn the key to the **VOTE** position.
3. The message “WHICH ZERO REPORT DO YOU WISH TO PRINT?” appears on the scanner display screen. Select **Totals Only** to print a summary report that will only contain the grand totals.
4. After the Model 100 finishes printing the startup reports, make sure the scanner key is in the **VOTE** position and remove and secure the key. Close the access panel.

**2014 IDAHO PROCEDURES
ES&S M100 PRECINCT TABULATOR**

5. After you remove the key, you can open the scanner for early voting. The public counter on the display screen increases by one with each voter. Do not make any further adjustments to the scanner unless a system message appears.

Power down the Model 100 at the end of each day of early voting:

1. Open the Model 100 Key Access Panel and insert the key.
2. Turn the key to the **OFF** position. **Do not close the polls.**
3. Remove the key, close the access panel and secure the key. The M100 may be unplugged and moved to a secure location.
4. Account for all ballots each day. Run a daily report from the ISVRS of the number of ballots issued and compare to the number of signatures on the early voting poll book pages and the public counter on the M100 display to facilitate reconciling ballots on Election Day when the ballot box is opened and ballots are counted after tabulation.

Power up the Model 100 at the start of each day and resume early voting:

1. Open the Model 100 Key Access Panel and insert the key.
2. Turn the key to the **OPEN/CLOSE POLL** position.
3. Wait for the Model 100 to load your election
4. Press the **CONTINUE VOTING** button when the message appears on the scanner display screen.
5. Turn the key to the **VOTE** position.
6. Remove the key, close the access panel and secure the key.

Close the polls on the M100 on Election Day:

1. Check the auxiliary/emergency bin for any uncounted ballots and tabulate if necessary.
2. Open the M100 Key Access Panel, insert the control key and turn to OPEN/CLOSE POLL position.
3. Press CLOSE POLLS to officially close the polls and print M100 report tape.
4. Print an ISVRS summary report and compare the tape from the M100, the early voting pages in the poll book and the M100 public counter.
5. Transfer vote data to Election Reporting Manager (ERM) or to a spreadsheet.
6. Do not report “Unofficial Results” until the polls close statewide.

POST-TABULATION

- Retain Ballots and Documentation
- Incident Contingency Plans

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

Retain Ballots, one PCMCIA card and Documentation

Retain ballots and one PCMCIA card with the election definition for all precincts, test decks, logic and accuracy verification results tapes, Zero Totals Reports, and results spread sheets for 22 months. See I.C. 34-217 Retention of county election records.

Incident Contingency Plans

It is essential that counties develop an incident contingency plan in case of M100 or election computer failure. Consider power failures at polling places, machine failure, weather conditions and poll worker staffing issues.

BEST PRACTICES

- Clerk's Resource Website
- ES&S Portal Web Site
- The U.S. Election Assistance Commission (EAC)
- Prepare Detailed Plans and Procedures

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

Procedures are posted on the clerk's information website along with an election calendar, EAC Quick Start Manuals, ES&S manuals and documents, and other resources. Check this site often for updates.

ES&S Portal Web Site

Check the ES&S Portal for equipment updates. Download and print all appropriate technical bulletins. <http://www.essvote.com/portal>.

The U.S. Election Assistance Commission

The U.S. Election Assistance Commission, (EAC), has issued Quick Management Guide brochures. Each brochure contains helpful information about effectively administering an election. http://www.eac.gov/election_management_resources/default.aspx.

Detailed Plans and Procedures Check List

- Evaluate and document security for ballots, tabulator(s), PCMCIA cards, computer files and election computers. Design and use chain of custody sign off forms for personnel.
- Diagram ballot flow from candidate lists through final storage. Detail each step from pdf proofing and ballot delivery to public reporting and archiving of all files, testing reports, results tapes and public reports.

2014 IDAHO PROCEDURES ES&S M100 PRECINCT TABULATOR

- Diagram tabulation data flow from tabulation of uncounted precinct ballots, absentee ballots, and early voting ballots through unofficial results reports, public reporting and archiving of all files, testing reports, results tapes and reports and public reports.
- Design absentee procedures and tabulation plan.
- Document in procedural manuals all processes and forms for review and training.
- Ensure that all procedures, testing verifications, tabulator report tapes, 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.
- Design poll worker training to demonstrate and instruct proper marking, requesting a new ballot for any mistake, no erasures, Xs, or checks marks. Voter should be instructed how to vote for a write-in and to carefully check their ballot for stray marks that may effect readability by the scanner.
- Poll workers should be trained in Paper Ballot counting procedures for tabulating write-in votes at the polls.
- Develop detailed contingency plans for power failure, machine failure, election computer failure, weather and staffing issues.
- Master and duplicate election definition PCMCIA cards are to be treated like ballots and secured at all times. Use chain of custody sign-off forms.
- Make pre-printed labels for all cards, transfer containers and storage boxes. Label cards carefully with date, time, election title, and scanner number.
- Secure one copy of the election definition on the PCMCIA card in vault.
- Before testing assign each M100 an identifying number. Zero all tabulators before testing. Print and verify Poll Report and Zero Totals report. Perform logic and accuracy test with actual county election ballots to confirm tabulation coding, ballot printing accuracy and report functions.
- During testing print the Poll Report from the M100 to confirm expected results. Set up and record results data in county spread sheet or through ERM. Print reports, verify data, reporting procedure and backup procedure.
- Zero the tabulator(s) to clear test results and produce a Zero Totals Report to verify scanner has no votes in memory after testing is complete.

**2014 IDAHO PROCEDURES
ES&S M100 PRECINCT TABULATOR**

- Check public reporting procedure and displays. Make sure all public reports and displays are stamped or labeled “Unofficial Election Results”. Plan election night reporting and transferring results to the Secretary of State.

- Verify and sign off on all reports and store for 22 months with ballots.

- Store counted ballots separately from duplications (if any) and write-ins (if any). Color code boxes, pre-print labels for each precinct with date, time, election title, M100 number.

- Develop a spread sheet for all M100s to track county procedures for security, documentation, maintenance, testing and performance of each tabulator. Make sure the vendor, and county, documents and signs off on all maintenance procedures.