

Start of Day CAP AB Ballot Scanning

1. Processing and scanning of ballot activities are conducted by scan team members during pre-election, election day, and post-election. Enter time on paper time log and in Focus (electronic) daily
Review forms and procedures, as needed.
2. Set up work area for scanning processed digital ballots.
3. **First day of scanning only** – review forms and procedures.
4. **Remove** seal from ON/OFF #4 (left side) compartment.
5. **Enter** ON/OFF seal number on the DS850 Daily Certification Log under “Opening ON-OFF Seal Number” column. If two DS850s are used, follow the same procedure for each DS850. Give the cut seals to Scan Team Lead for retention.
6. **Unlock and open** the ON/OFF #4 compartment.
7. **Turn on** the DS850, UPS, laser and dot matrix printers. **Clean** scanner surfaces with cloths and canned air; repeat cleaning, as needed, throughout the scanning day.
8. **Relock** the ON/OFF compartment and keep it locked during machine operation.
9. **Login** to the DS850 with the password (get password from Scan Team Lead).
10. **Verify** the correct election definition has been loaded (upper left corner of DS850 screen). Two will be used this election cycle:
 - a. ENBM - election night by mail. This election definition is used 27 Oct thru 7 Nov.
 - b. PEBM - post-election by mail. This election definition is used 8 thru 13 Nov.
11. **Run two copies** of the System Readiness Report and place in the Reports envelope.
12. **Enter** Opening public count number on DS850 Daily Certification Log.
 - a. On first day of scanning and whenever the DS850 is zeroed out after a data export, the opening public count will be zero. **Run** four zero reports [REDACTED]
 - b. Two people **sign** each zero report and **place** the four in the Reports envelope.
 - c. **Do NOT scan** ballots until the four required zero reports have been completed.
13. Use one DNS ballot envelope per DS850 machine each day to log and collect all DNS ballots.
 - a. The DS850 is programmed to read all ballot styles so ballots do not have to be separated for scanning.
 - b. DNS ballots do not need to be separated by CD or precinct during the scanning day.
 - c. At the end of the scanning day, the ballots in each DNS envelope will be **sorted** by supervisory district and the number **recorded** at the bottom of the DNS log sheet by supervisory district.
 - d. At the end of each scanning day, DNS envelopes (with completed DNS logs and DNS ballots enclosed) are given to the absentee team for retention in secured storage.
14. During **pre-processing, unscanned** ballots are packed in batch boxes and sealed with black security tape. The Extraction Team maintains control of these batch boxes and keeps them in secure storage. At the start of each scan day and during the work day as needed, the Extraction Team will transfer box custody to the Scan Team using the Ballot Batch Transfer Log.
15. On **Election day**, unscanned batch boxes will be received immediately from the Extraction Team for scanning. Once scanned, the batch boxes are **sealed** with red tamper resistant security tape, the box number recorded on the #3 Box Log and placed in secure storage until transferred to the county courthouse.

DS850 Operator

Scanning during the day

1. **Keep scanned, unscanned, and DNS ballots separate at all times.**
2. In the scanning area, **open** one batch box at a time for each DS850 being used.
 - a. **Remove** Batch Tracking Team Log, two #3 labels, ballots.
 - b. **Prep** ballots as needed, and **stage in sets**. Plan to scan in sets of 50 ballots or less. A 'batch' is all ballots in one batch box (up to 900); a 'set' is a smaller group ballots (50) within the batch.
 - c. **Scan, then pack** scanned ballots back into the box in which they were delivered.
 - d. **Apply** both #3 labels to outside of the box which now becomes known as the #3 box after the #3 label is applied.
3. **Stage and prepare** ballots for scanning (backfold, gently roll, etc). **Riffle** through each ballot stack checking for problems and ensure consistent orientation/nesting. **Tap** ballot stack on table to create tight, square unit. Orient ballots back side up, top of ballot in first. Leading edge is 'up'.
4. **Go** to Scan menu. (Scanning//Scan Ballots)
5. Prior to scanning first batch, **enter** the "Saved" count on the DS850 onto the Batch Tracking Team Log as the log's "start count".
6. **Place** a set of ballots on DS850 input hopper. **Tap** tightly into corner and **swing** gray bar to edge of stack.
7. Scanning by set. **Verify** set beginning saved total on Ballot Scanning Saved Count Worksheet matches the number on the DS850 screen. Then for each set:
 - a. **Push** the "Scan Ballots" green start button. **Wait** for DS850 to complete scanning.
 - b. **Immediately remove** DNS ballots in top bin and return them to right side of DS850 to **rescan** with end of the set unless obviously not scannable (obvious DNSs can be counted, logged and placed in DNS ballot envelope).
 - c. **Remove** scanned ballots from bottom bin, **place** scanned ballots in #3 box on the table on the left side of the DS850.
 - d. **Save** the set count and **update** the Ballot Scanning Saved Count worksheet with new saved total.
 - e. After scanned ballots are removed from bottom tray and count saved, **put** next set of ballots into hopper.
 - f. **Repeat** until all ballots in batch have been scanned or determined to be DNS.
 - g. After scanning last set of ballots in the batch, **rescan** DNS ballots, then **Save** the count on the DS850.
 - h. **Place** nonscannable DNS ballots in DNS envelope and record counts by supervisory district on DNS envelope log.
 - i. **Verify** all saved and counted ballots are in #3 box; **put** counted DNS ballots in DNS ballot envelope.
 - j. **Enter** the DS850 batch end count (DS850 "Total Saved") on Batch Tracking Team Log.
8. At the end of scanning a batch, you should have:
 - a. **Scanned** all ballots in the batch.
 - b. **Verified** DNS count and updated machine DNS envelope log
 - c. **Placed** DNS/damaged ballots in machine DNS ballots envelope
 - d. **Packed** ballots in batch box and applied completed #3 labels to outside of the box
 - e. **Sealed** batch box with red tamper resistant security tape.
 - f. **Placed** signed yellow signature seal on box top (all team members must sign)
 - g. **Recorded** #3 box information on #3 box inventory log.
 - h. **Completed and signed** Ballot Batch Tracking Team Log.
 - i. **Returned** completed Batch Tracking Team log to Extraction Team for retention.
9. **Repeat** the above process for each batch.
10. Periodically **check** with Extraction team for more ballots to be scanned.
11. Scanning is complete after all batches are scanned or as directed. On election day, **plan work to finish** scanning in time to complete a data export prior to 7 pm.

DS850 Operator

End of Pre-election Day

1. **Contact** Extraction Team to determine if more ballots are to be scanned.
 - a. **More** ballots to process/scan, continue scanning.
 - b. **No more** ballots to process/scan **begin** closing reports.
2. **Verify** batch totals for DNS ballots are recorded, **sorted** in each DNS envelope by supervisory district and **counts recorded** by supervisory district on DNS envelopes and, **if using two machines**, a **completed** summary form.
3. **Verify** completion of a BatchTracking Team Log for each batch box scanned.
4. **Verify** all batch boxes scanned, have two #3 labels on outside of each box, **sealed** with red tamper resistant tape, yellow **signature seal signed** by all scan team members, each box **recorded** on #3 Box Inventory Log.
5. **Take** completed #3 boxes to secure storage.
6. **Return** DNS ballot envelope (with completed log and ballots inside) and all completed Batch Tracking Team Logs to absentee team for retention in secure storage.
7. **Before conducting data export, run** Ballot Statistics Summary Report [REDACTED]. **Print** 4 copies.
 - a. **Write** export stick number (e.g., red 3 or blue 8) on top of each report.
 - b. **Place** three copies in Reports envelope.
 - c. **Write** "primary" at the top of the fourth report and **place** it in the data stick envelope.
8. Contact Scan Lead to **unlock** access to Export files. Election menu-Configure//Results Access//Edit//Unlock.
9. **High Priority** – After final scan, **conduct** a data export.
 - a. **Unlock** access [REDACTED] **Contact** Scan Team Lead for password.
 - b. **Remove** seal from #1 (top) USB drive compartment, **record** seal number on Daily Certification log. **Retain** cut seal and **give** to Scan Team lead for retention.
 - c. **Insert** one ES&S 8 GB thumb drive into the #1 (top) USB data port on the DS850. [REDACTED] - **Enter** election password, **press** "Confirm".
 - d. After export is complete, **remove** thumb drive. **Press** "Done". **Put** completed data stick in the blue envelope. **Ensure** all envelope information is completed and Ballot Statistics Summary Report is enclosed in the envelope along with the data stick. Two people **sign** envelope.
 - e. **Lock** access [REDACTED].
10. Two people take data export envelope to absentee team for secure storage. If directed, **zero** DS850.
 - a. **Annotate** zero report date on Daily Certification Log.
 - b. **Run** zero report. Print 3 more copies (4 total).
 - c. **Lock** access [REDACTED].
11. DS850 Daily Certification Log:
 - a. **Enter** "Saved Total" on Scan Ballots screen as the closing public count on the Daily Certification Log.
 - b. **Enter** total number of DNS ballots
 - c. **Enter** closing seal numbers for on/off #4 and USB #1 compartments
 - d. Two people **initial**.
12. Keep Daily Certification Log and Reports Envelope with DS850.
13. **Shut down** DS850 using on-screen commands. [REDACTED]. **Turn off** laser, dot matrix printer, and UPS.
14. **Lock and seal** the open ON/OFF #4 and #1 USB compartments with provided seals. **Record** seals on Daily Certification Log. **Return** DS850 to secure storage.
15. Clean up area.

DS850 Operator

End of Election Day

1. Not later than **4 p.m.**, **contact** Extraction Team to determine if more ballots are to be scanned.
 - a. **More** ballots to process/scan, continue scanning.
 - b. **No More** ballots to process/scan, **begin** closing reports.
2. **Verify** batch totals for DNS ballots are recorded, **sorted** in each DNS envelope by supervisory district and **counts recorded** by supervisory district on DNS envelopes and, **if using two machines, a completed** summary form.
3. **Verify** completion of a Batch Tracking Team Log for each batch box.
4. **Verify** all batch boxes are **scanned**, have two #3 labels on outside of each box, **sealed** with red tamper resistant tape, yellow **signature seal signed** by all scan team members, each box **recorded** on #3 Box inventory Log
5. **Take** completed/sealed #3 batch boxes to secure storage.
6. **Return** DNS envelopes (with completed logs and ballots) and completed Batch Tracking Team Logs to Extraction Team.
7. **Before conducting data export:** **Run** Ballot Statistics Summary Report [REDACTED]
[REDACTED]. **Print** 4 copies.
 - a. **Write** export stick number (e.g., red 3 or blue 8) on top of each report.
 - b. **Place** two copies in Reports envelope.
 - c. **Write** "primary" at the top of the third report and **place** it in the data stick envelope. **Write** "backup" at the top of the fourth report and **place** it in a separate data stick envelope.
8. Contact Scan Lead to **Unlock** access to Export files. Election//Configure//Results Access//Edit//Unlock, enter passcode.
9. **High Priority** – **finish scanning not later than 5 p.m.** After final scan, **conduct** two data exports.
 - a. Unlock access [REDACTED]. **Contact** Scan Team lead for password.
 - b. **Remove** seal from #1 (top) USB drive compartment, **record** seal number on Daily Certification log. **Retain** seal and give to Scan Team lead..
 - c. **Insert** one ES&S 8 GB thumb drive in the DS850. [REDACTED] - **Enter** election password.
 - d. After export is complete, **remove** thumb drive. **Press** "Done". **Put** "primary" data stick in the blue envelope marked "primary". **Ensure** all envelope information is complete and Ballot Statistics Summary Report enclosed in the envelope along with the data stick.
 - e. **Repeat** the above process to create a "backup" data stick and associated envelope contents.
 - f. **Lock** access [REDACTED].
10. Two people **take** "primary" data export envelope to IT team for upload to Electionware. Once notified by IT of successful data upload, zero DS850.
 - a. **Annotate** zero report data on Daily Certification Log.
 - b. **Run** 4 zero reports and place in Reports envelope.
11. After polls close at 7 p.m., **enter** "Saved Total" on Scan Ballots screen as the closing saved count, total DNS and closing seal numbers on the DS850 Daily Certification Log. Two people initial. **Verify** all log entries complete.
12. **Shut down** the DS850 using the on-screen commands: [REDACTED]. **Turn off** UPS and laser printer.
13. **Lock and seal** the open ON/OFF #4 and USB #1 (if used) compartment with provided seals. **Return** DS850 to secure storage.
14. **Ensure** Reports Envelopes contains:
 - a. **Signed** Zero Report(s) for each DS850 (four copies each, one set initial and one set for each time machine was zeroed)
 - b. **Two** Ballot Statistics Summary Reports for each DS850 (for each instance of data export-"primary" and "backup")
15. Clean up area.

DS850 Operator

End of CAP AB Final Post Election Day

1. After 12 p.m., **contact** Extraction team.
 - a. **More** ballots to process, continuing scanning.
 - b. **No More** ballots to process/scan, **begin** reports and data export.
2. On DS850 Daily Certification log:
 - a. **Enter** "Saved Total" from Scan Ballots screen as the closing saved count.
 - b. **Enter** total number of DNS ballots and closing seal numbers. Two people **initial**.
3. **Verify** for each DNS envelope, ballots **sorted** and **counts recorded** by supervisory district on DNS envelope log. **If using two machines, a completed** summary form.
4. **Take** DNS ballot envelopes to the Ballot Handcount team ASAP.
5. **Verify** each batch box has a completed Batch Tracking Team Log.
6. **Verify** all batch boxes scanned, have two #3 labels on outside of each box, **sealed** with red tamper resistant security tape, yellow **signature seal signed** by all scan team members, each box **recorded** on #3 Box inventory Log.
7. **Before conducting data export, Run** Ballot Statistics Summary Report [REDACTED]. **Print** 4 copies.
 - a. **Write** export stick number (e.g., red 3 or blue 8) on top of each report.
 - b. **Place** two copies in Reports envelope.
 - c. **Write** "primary" at the top of the third report and **place** it in the data stick envelope. **Write** "backup" at the top of the fourth report and **place** it in a separate data stick envelope.
8. **High Priority** – after final scan, **conduct** two data exports.
 - a. **Unlock** access [REDACTED]. **Contact** Scan Team Lead for password.
 - b. **Remove** seal from #1 (top) USB drive compartment, **record** seal number on Daily Certification log. **Retain** seal.
 - c. **Insert** one ES&S 8 GB thumb drive in the DS850. [REDACTED] - **Enter** election password.
 - d. After export is complete, **remove** thumb drive. **Press** "Done".
 - e. **Put** completed or "primary" data stick in the blue envelope marked "primary". **Ensure** all envelope information is completed and Ballot Statistics Summary Report is enclosed in the envelope along with the data stick. Two people **sign** envelope.
 - f. **Repeat** above process to create a "backup" data stick and associated envelope contents. Two people **sign**.
 - g. **Lock** access [REDACTED]. **Contact** Scan Team lead for password.
9. Two people **take** "primary" data export envelope to IT team for upload to Electionware. Once notified by IT of successful data upload, zero DS850. **Annotate** zero report data on Daily Certification Log. **Run** zero report. **Print** 4 copies and place in Reports envelope.
10. **Ensure** information is complete on the DS850 Daily Certification Log for all DS850, DNS, data export and zeroing activities. Two people sign at bottom of page. Enter notes as needed. Photocopy signed Log.
11. **Ensure** Reports Envelope contains:
 - a. Signed Zero Report(s) for each DS850 (4 copies), 1 – first day of scanning and 1 for each time machine was zeroed)
 - b. Two Ballot Statistics Summary Reports for each DS850 (per each day of scanning)
 - c. Two completed/signed DS850 Daily Certification logs with closing public count, closing seal numbers, final data export data (original and photocopy).
 - d. Scan team leader's signed final notes
12. **Take** Reports Envelope to CAP AB chief or designated staff lead.
13. **Take** #3 boxes to secure storage.
14. **Return** completed Batch Tracking Team Log to Extraction Team and completed #3 Box Inventory Log to location directed by staff.

DS850 Operator

End of CAP AB Final Post Election Day

15. **Shut down** the DS850 using the on-screen commands. XXXXXXXXXX **Turn off** laser printer and UPS.
16. **Lock and seal** the open ON/OFF #4 and USB #1 drive compartments with provided seals. **Record** seal numbers on the Daily Certification Log.
17. **Cover and return** DS850 to secure storage.
18. **Clean up** area.

Forms – DNS Log

Ballots are scanned by batch box. A batch box will usually hold up to 900 ballots. Typically, ballots in the batch will be scanned in smaller sets (50 per set). In each set, there may be ballots that cannot be scanned. These are Digital Not Scannable, or DNS, ballots – these are placed in a separate envelope. The number of DNS ballots per set are added to get the total batch count, which is recorded on the log sheet on the front of the DNS envelope.

After all sets in the batch have been scanned and the total determined, the total number of DNS ballots will be entered on the machine Batch Tracking Team log for that batch.

Each DS850 will have a daily DNS envelope. After all batches have been scanned, add the batch totals to get the total number of DNS ballots in the envelope for each machine. Enter the machine envelope totals on the summary form. At the end of the scanning day, sort all DNS ballots in each envelope (do not mix ballots from different envelopes) by supervisory district (100, 300 etc.), enter the number of DNS ballots per district on the bottom of the DNS log and place all ballots, by district, back in the envelope. **Both envelopes, with contents, and the summary form are returned to the Extraction team at the end of the day.**

In the example below, on 26 Oct, the first batch scanned on machine A is batch 1. Two separate sets of ballots were scanned in that batch. The number of DNS ballots in each set was entered in the middle column (1 + 2). The total number of ballots for batch 1 is three. Batches 2 and 3 were also scanned, with a total of 7 and 3 DNS ballots respectively. The total for the entire day is 13.

If only using one DS850, don't need the summary form.

Note: an alternate method for tracking DNS ballots per batch and supervisory district is to use concurrent tally marks for each DNS ballot and then add the total per batch and per supervisory district at the end of the scanning day.

DNS ballots are turned in to the Opening and Extraction team at the end of each day of scanning.

DS850 DIGITAL NOT SCANNABLE

Democratic Party Primary Election – June 21, 2022

CAP Machine

Date _____

Batch Number

TOTAL

of DNS ballots per scanned set (for example, 2+ 3+ 5)

1	1 + 2	3
2	2 + 1 + 4	7
3	3	3
Daily total:		13

Date _____ Received by _____ Number of ballots received _____

Enter batch box number in the left column, # of DNS ballot per scan in middle, total DNS per batch on right

At end of scanning day, after all ballot tracking logs are complete and reconciled, sort all DNS ballots by supervisory district. Put #1 of DNS ballots per district below. Put sorted ballots back in envelope.

100 2 200 300 5 400 2 500 4 600 700 800 900

DNS ballots are turned in to the Opening and Extraction team at the end of each day of scanning.

At the end of the scanning day, enter the date, number of DNS ballots per DS850 and total number of DNS ballots from both machines.

Date	26 Oct 2022
Machine A	13
Machine B	
Total	

Machine A - Denise, 8512090079

Machine B - Dennis. 8518010338

Forms – Batch Tracking Team Log

The Extraction Team (Mail Open and Extraction) opens processed mailers, removes the ballots from the mailers and packs the ballots into batch boxes. Batch boxes are numbered and sealed.

The Extraction Team will deliver batch boxes to the Scan team. scans one batch box at a time.

Inside the batch box there will be a Batch Tracking Team Log, two #3 box labels and any damaged ballots. The Batch Tracking Team Log will identify the **batch number** (which should be the same as the batch number on the outside of the box and on the #3 label) and the total ballots in the box. The number of empty envelopes the Extraction Team started with is the number of ballots in the box (extracted plus damaged).

After the ballots in the batch box are scanned, the scan team will fill out the bottom portion of the team log. The total of ballots scanned plus DNS is the "Total", which should equal the "**# Empty Envelopes**" in the top half of the log. Note any discrepancies on the bottom of the form if the team is unable to reconcile any difference.

All completed Batch Tracking Team Logs will be collected and returned to the Extraction Team for retention.

Operation count: _____ Mailer Batch Tracking Log Date: 26 Oct 2022

Batch # 9

Team Members:

1) _____
2) _____
3) _____
4) _____

Opening/Extraction Report:

Empty Envelopes: 627 # Ballots Extracted: 627

Tig Smith
Supervisor Signature

Batch Box QA

Team Members:

1) _____
2) _____

Tabs removed: _____ (initials)
Perforations faced: _____ (initials)
Ballots flattened/nested: _____ (initials)

Scanning Report:

End Count:	<u>824</u>
Minus Start Count:	<u>200</u>
Ballots scanned in batch:	<u>624</u>
Plus DNS Ballots:	<u>3</u>
Total:	<u>627</u>

Roger Lopez
Scan Team Signature

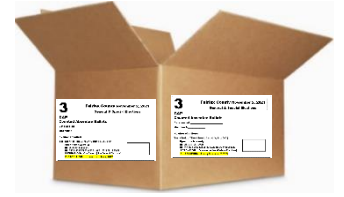
← should equal # of empty envelopes

O:\EB\DEPT_PUB\ELC_BD\100_ABSENTEE\Absentee Voting\2022\21 June Primary\Mail Receipt Operation\Mailer Batch Chain of Custody Team Log.docx

Note any discrepancies on the bottom of the page.

Forms - Packing Ballots in #3 boxes

- Generic #3 box labels, not by CD
- Scanned/counted ballots will be packed in #3 boxes (batch box ballots arrived in).
- Two labels – one on front end of box, one on side of box.
- Remove session dividers, if any, before sealing boxes.
- #3 labels will be inside batch box and will be marked with batch number.



#3 labels will be inside the batch box. After scanning, fill out #3 labels and apply to box.

- > Date sealed – date box was filled, sealed and signed
- > Machine # - digital scanner serial number or other designated identifier
- > Number of ballots in the box (from Batch Tracking Team Log)

Box number will be batch number

3

Fairfax County June 21, 2022
Democratic Primary Election

**CAP – Election Day
Counted Absentee Ballots**

To: Clerk of The Circuit Court [§ 24.2-669]
Open this box only:

- on the order of a court
- at the direction of the State Board of Elections

RETENTION: Two Years – [Federal Election]
DISPOSITION: Destroy June 21, 2024

Date sealed: _____

Machine #: _____ **Stick#:** _____

Number of ballots: _____

9

CAP

Seal completed box with red tamper security tape.

Affix yellow signature label on top, signed by all machine scan team members.

County of Fairfax
General Election – November 2, 2021
Central Absentee Precinct
#3 CAP
Counted Digitally Scanned Ballots

1. _____
 2. _____
 3. _____
 4. _____

5. _____
 6. _____
 7. _____

Forms – Daily Certification Log

A DS850 Daily Certification log is used to record activity of digital scanning machines for every day a DS850 is used. The form will cover all activity from the time the DS850 is first opened through the final day of use. **ABS team members may be requested to assist DS850 operator by verifying numbers and providing a second signature.**

The form is used to record “saved count”, security seals, numbers of DNS ballots. The form is also used to record information when data exports are performed and each time the DS850 is zeroed.

At the beginning of the day, enter the opening “saved count” (zero for first use and after each time the DS850 is zeroed) and all opening seals. Cut seals are retained. Verify that the opening seal number matches the previous closing seal.

See End of Day pages - At the end of the day after all ballots have been scanned (or after post-election day scanning is completed for final signed log):

- Get the final DS850 saved count and enter as the closing saved count.
- Enter closing seal numbers
- If data is exported, enter the USB #1 opening and closing seal numbers and enter the stick number for the data stick used for the data export (Red 1, Blue 5 etc.)
- If the DS850 is zeroed, date new zero report is run.
- **Have two people sign the Daily Certification Log at end of final day of operation.**
- Photocopy signed final copy and place original and copy in the Reports envelope.

If a data export is still ongoing at end of day, the final entries on the Daily Certification Log may be completed using the numbers of the seals identified to use to close the compartments.

AB Processing Daily Certification Log
November 2, 2021 General Election
CAP DS850 B - Machine Serial Number 8518010338
 Only the ON-OFF and USB 1 compartments are used
 Opening seals USB2 111222 USB3 444555

"Public Count" is the DS850 "saved count"

Date	Opening ON-OFF Seal Number	Opening Public Count	Closing Public Count	Public Count Difference	Closing ON-OFF Seal Number	Digital Not Scanned (DNS) ballots	Election Officers Initials
25 Oct	123456	0	100	100	456789	4	
26 Oct	456789	100	400	300	789222	2	
27 Oct	789222	0	300	300	111676	5	
29 Oct	111676	300	350	50	789234	3	
2 Nov	789234	350	410	60	169976	10	
end						end	
TOTAL BALLOTS SCANNED		This is not the final public count, it is the total number of ballots scanned on this machine (total of all public count differences).		810	Total DNS Ballots		24

Verified - Signatures: _____
 Notes: _____

TRAINING ONLY

Page 1 of 1

TRAINING ONLY

 Data Export / DS850 zeroed

Machine zeroed during processing?	USB1 seal open	USB1 seal close	USB Drive Serial #	Date Zero report run
no				
yes	555666	333444	Red 5	27-Oct
no				
no				
yes	333444	389766	Red 9	2-Nov

Machines are zeroed AFTER data exports.

Forms - Box Inventory Log

The ballot box manager maintains the log sheet for the inventory of CAP #3 boxes.

For ABS operations, the person designated as the ballot box manager (usually one of the ABS team members) will complete the log after each #3 box is sealed and signed.

- Date is the date the box is sealed.
- #3 Type will be AB.
- Box # should be the same as batch number.
- Two people verify the log entry and initial the form

Note that the log sheet is also used for Early Voting locations (either as separate pages or as a continuation of this log sheet page).

#3 Box Log

General Election November 8, 2022

Date	#3 Type / EVL	Box #	# of Ballots	Initial	Initial
26 Oct 2022	AB	9	624	FG	PR

Data Exports

High Priority after finishing scanning. The AB DS850 staff lead will authorize or perform unlocking access, data exports and zeroing of DS850s. Do two data exports for each machine used (primary and backup in separate envelopes). Take thumb drives to staff.

Prior to beginning data export, run 4 copies of Ballot Statistics Summary report. Write data stick number on three copies. 2 copies go in Reports envelope, one copy goes with primary data stick to IT team. Put backup stick number on fourth report and place in backup stick envelope.

The image shows a 'Ballot Statistics Summary' report form. A red arrow points to the handwritten text 'Red 32' in the top right corner. A red box highlights the 'Machine #' field with the value '8518010338'. Another red box highlights the 'Total Sheets Processed' field with the value '154'. A third red box highlights the 'Total Ballots Cast' field with the value '154'. The form also includes fields for 'Machine ID: U', 'County of Fairfax Primary Elections', '06/21/2022', and a table of ballot statistics.

Ballot Statistics Summary		1 of 1
Machine ID: U	Machine #: 8518010338	County of Fairfax Primary Elections 06/21/2022
04/25/2022 14:40:14	04/25/2022 14:17:01	Total Sheets Processed: 154
First Ballot Date Time:	04/25/2022 14:33:26	Total Ballots Cast: 154
Last Ballot Date Time:		Blank Sheets Cast: 0

- Insert one ES&S 8 GB thumb drive in the DS850 USB #1 compartment (repeat process for backup data stick)
 - [REDACTED] Enter election code, confirm. After export is complete, remove thumb drive. Press "Done".
 - Put in the marked envelope.
 - Ensure all envelope information is completed correctly and matches related information of Ballot Statistics Summary report.
 - Data stick number is the tag number (e.g., red 3 or blue 21)
 - Circle serial number of DS850 used to scan the ballots
 - Start and end dates when ballots were scanned (usually just one day of scanning)
 - Ballot count is the saved total on the DS850 just prior to the data export.
 - Batch numbers are all the batches scanned for that data export (e.g., 2, 3, 6)

Democratic Primary June 21, 2022

CAP AB Data Stick Red 32

DS850 – serial number 8518010338 or 8512090079 (circle one)

Data from Dates 10/26/2022 to 10/26/2022

Total Ballot count 154 Batch Numbers 2, 3, 6

Place one copy of Ballot Statistics Summary in envelope. Seal the thumb drive envelope(s). Two people sign the envelope and take the thumb drive envelope to the staff team lead.

Ensure all information is complete on the DS850 Daily Certification Log for data export and zeroing.

Lock access to reports before closing machine or resuming scanning after a data export.