

REGISTRAR OF VOTERS

Auditing Pallets

PROCEDURE DOCUMENT - Version 2.0

Salvador Valencia/Zonia Harrell 04/16/2024

Auditing Pallets

Table of Contents

Purpose	2
Scope	2
Supplies	2
Generating Verification Report	3
Auditing Steps:	8
Authorization	13

Purpose

The purpose of this process is to make sure that the information on the boxes that we receive from the IT Department matches the information that we enter in the Ballot Storage database.

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It has been designed for personnel assigned to the task by the Ballot Department Coordinator or a supervisor. These steps have been designed for the Ballot Storage computers and are not applicable on any other computers. The Ballot Storage Lead oversees generating an audit report. The verification report should be printed out for each complete pallet and compared to the ballot box label.

Supplies

- Clipboard
- Black or blue pens
- Duo key fob (team member/Lead)

This audit MUST be done by the end of every day.

Generating Verification Report

- 1. Login into PC with your username and password.
- 2. Locate "Ballot Storage" icon on Desktop. Double click the icon.



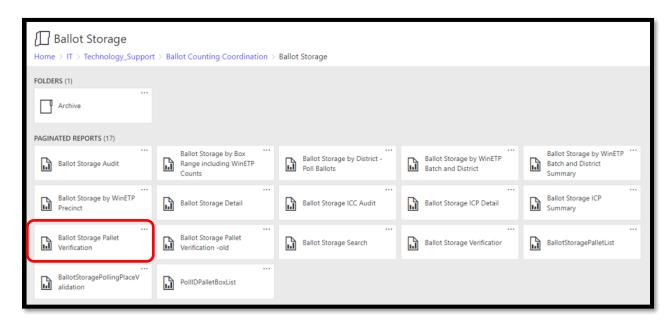
3. You can also access the report by going onto Intranet at <u>https://rov-intranet.sbcounty.gov/</u> and click Storage on the left bar.



4. From the Ballot Storage Data Entry field, click the Reports link.

Ballot Accounting	Reports	
Box #		

5. Click on the **Ballot Storage Pallet Verification** report button.



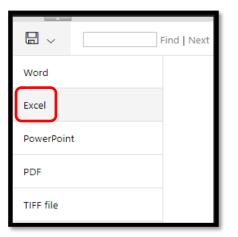
- 6. Select the **Relevant Election** from the drop-down.
- 7. Type in the **pallet number** that needs to be audited, then press Enter.

ال.	Elections R	eports	ŝ	\downarrow
★ Favo	rites 🗌 Browse			
Home	> IT > Technology	_Support > Ballot Counting Coordination > Ballot Storage > Ballot Storage Pallet Verification		
Election lo	<pre>d <select a="" value=""></select></pre>	♥ Pallet Numbers or -1 for all		~

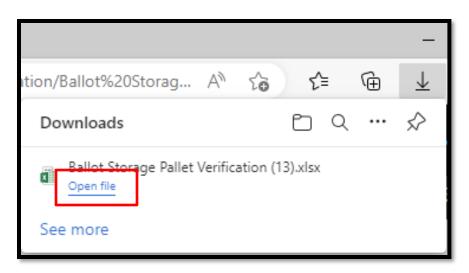
8. Click the View Report button.

Home	> IT >	Techno	logy_Sup	port	Ballot C	Counting	Coordi	nation > B	allot Sto	orage >	Ba	llot Storage Pallet Verificatior	1		
Election Id	NOVE	MBER 8, 2	022, GENE	RAL ELE	CTION					~		Pallet Numbers or -1 for all 3810		`	View Report
$ \triangleleft$	<	1	of 2 ?	>	Þ١	Ö	©	100%	•		~	Find Next			
Pallet: 38	10		BAL		ORAGE P		Ve	rified By #1:	Verified	By #2:		·			

9. Click the save **disk icon** and choose to export it to **Exce**l.



10. Double Click on open file.



11. In the Excel file, under the **Page Layout** menu, use the **sheet options arrow.**

ਰਾ ਹੈ ਦੇ		Ballot Storage Pallet Verification (13) - Excel									
File Home	Insert Page Layout	Formulas Data Review View Q Tell me what you want to do									
Colors * A Fonts * Themes * Themes * Themes	Aargins Orientation Size	Print Breaks Background Print Automatic • Gridlines Headings Print Breaks Background Print Image: Scale to Fit Image: Scale to Fit									

12. On this window click on **Rows to repeat** at top.

Page Setup	?	×
Page Margins Header/Footer Sheet		
Print <u>a</u> rea: Print titles		
Rows to repeat at top:		1
<u>C</u> olumns to repeat at left:		1
Print		
Gridlines Comments: (None)		\sim

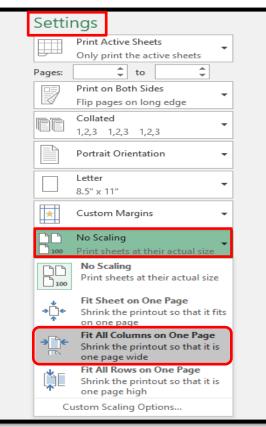
13. Click anywhere on row 1, then press enter twice, then click ok.

A	L	Ŧ	: ×	✓ <i>f</i> _× Pallet: 38	10									
	А	В	С	D	E	F	G	н	I.	К		L	М	N
1	Palle	t: 3810		BALLOT STORAGE PA	LLET VERIF	ICATION	Verified By #1:	Verified By #2:						
2	#	Verified	Box	Category / Type	ICC	Batch	Count	0.S.	Scale Ct					
3	1		1619	Ballots / Mail	2	Page S	etup - Rows to rep	eat at top:			?	×		
4	2		1621	Ballots / Mail	9	\$1:\$1								
5	3		1623	Ballots / Mail	8	154	661	3	656					
6	4		1624	Ballots / Mail	4	173	593	0	581					

- 14. Press **CTRL+P** to bring up the Print preview screen.
- 15. Under printing settings, Change **Print on Both Sides** to Print **One Sided**.

Setti	ngs
	Only print the active sheets
Pages:	🔹 to 🌲
	Print on Both Sides Flip pages on long edge
	Print One Sided Only print on one side of the page
	Print on Both Sides Flip pages on long edge
	Print on Both Sides Flip pages on short edge
*	Custom Margins 👻
<u>p</u> p	No Scaling
100	Print sheets at their actual size
	Page Setup

16. Also under scaling settings, change No Scaling to Fit All Columns on One Page.



- 17. Click the **Print** button.
- 18. Collect the printout from the printer and place it on a clipboard. Clip the bottom pages.

Note: Clipping from bottom of the pages makes it easier to switch between pages.



Auditing Steps:

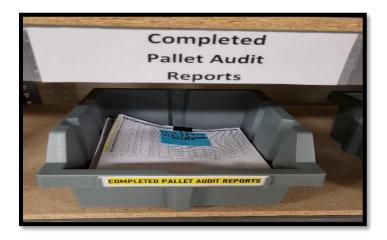




- 1. Locate the pallet to be audited.
- 2. With team member 2, begin auditing the pallet.
- 3. Team member 1 reads the information from the boxes and team member 2 checks off the audit report verifying the information.
- 4. Read the following information from the first box (top, left) in the following order:
 - a. Box Number
 - b. Category Type
 - c. ICC
 - d. Batch #
 - e. Batch size
 - f. Out stacks
 - g. Scale Count

а	Box 1 NOVEMBER 8, 2022, GENERAL ELECTION - 11/08/2022														
1 Ba	llot Preparatio	n	2	Ballot C	Coun	nting				3 Ballot Storage					
Date	Employee						Employee I				8		E	Employee	
Pocket							Batch #	d)	aS	scale Count	g	V	/erified 2(a) & 3(a)?	
Ballot Category: Mail Ballots □ Mail □ Mail - UOCAVA			Ba	Batch Size e Pallet											
Ĭ	BMD Mail BMD Mail BMD Mail			Outstacks (Not Counted)											
	Mail - UOCAVA Designated Mail Pr	ecinct													

- 5. Mark the report in the appropriate column with a checkmark.
- 6. Repeat for each box label visible on the side of the pallet, moving from left to right, top to bottom.
- 7. Continue reading all the boxes on the pallet, following the same process from step 3 above.
- 8. After the last box is read, both team members will confirm with each other that the audit is completed.
- 9. Both team members sign and date both reports.
- 10. Take the completed audit report and place it in the gray bin designated for completed audit reports.



If boxes are missing:

- 1. Both team members will look for the missing box(es) on all four sides of the pallet.
- 2. When the box(es) is located, go through the report, and continue auditing as stated above.

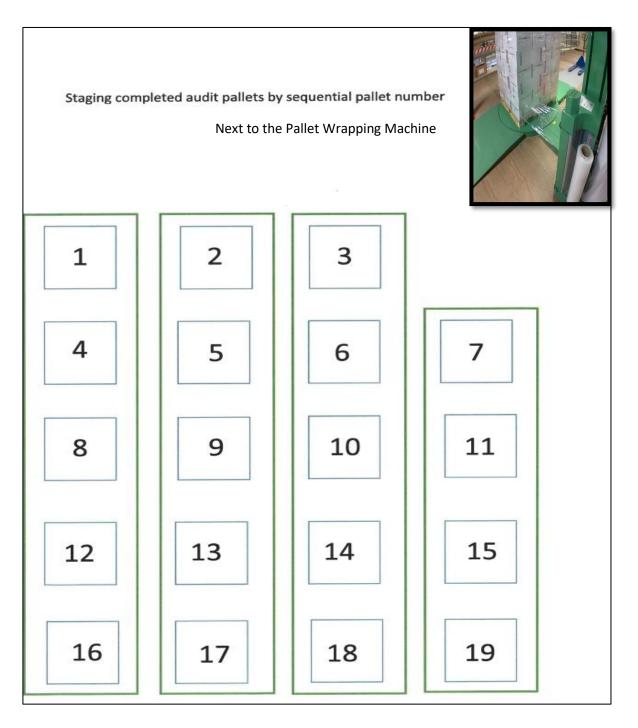
# Verified	Box	BALLOT STORAGE PAL Category / Type	ICO		Batch		Verit	Count		Verifie).S.		Se	cale (Ct
1	10004 -	Ballots / BMD Polling Place	- 4	/	35	/	_	57	/		0	/		57	/
2	10006 -	Ballots / BMD Polling Place	8	/	34		-	8	/	-	0	-	-	8	/
3	10007	Ballots / Polling Place	5	-	51	2	-	61	-		2	-		64	
1	10011	Ballots / Polling Place	9	1	39	~	-	16	1		0	-	-	18	-
5	10014	Ballots / BMD Polling Place	4	/	38	V	1	1	/		0	~	-	1	~
5	10015 🛩	Ballots / BMD Polling Place	10	/	41	1	~	9	~	-	0	~	-	9	/
	10028	Ballots / BMD Polling Place	4		43			17			0			17	-
3	10040 🗸	Ballots / BMD Polling Place	7	~	47	1	-	12	~	/	0	-		9	/
9	10043 /	Ballots / BMD Polling Place	9	-	87	-	/	19	~	~	0	1	-	19	~
0	10050 2	Ballots / BMD Polling Place	10	~	78		-	60	/	0	0		-	60	
1	10071 -	Ballots / BMD Polling Place	10	-	35	-	-	19	2		0	~	-	19	
2	10079	Ballots / Polling Place	4	-	- 36	-	/	20	-		0		-	22	
3	10110	Ballots / BMD Polling Place	- 3		- 33		1	2	-		0	-	-	1	_
4	10113	Ballots / BMD Polling Place	7	-	35		-	12	~		0		-	12	-
5	10114 -	Ballots / BMD Polling Place	9	2	28		2	17	1	~	0	-	-	17	_
6	10116	Ballots / BMD Polling Place	9		29		-	36	~	-	0		-	36	
7	10124	Ballots / Polling Place	9	-	37	-	2	23	~	-	0	-	-	28	~
8	10128	Ballots / Polling Place	- 8		29	-		70	-		0		-	71	~
9	10130	Ballots / Polling Place	10	-	32		-	4	~	-	0	V		3	-
0	10131	Ballots / BMD Polling Place	7	-	43		-	16	-	/	0	-	-	16	-
1	10138 +	Ballots / BMD Polling Place	1		12	-	-	54	/	~	0	-	-	54	/
2	10188 -	Ballots / BMD Polling Place	8	~	52	/	-	20	~	-	0		-	19	
3	10204 +	Ballots / BMD Polling Place	4	/	26	-	~	58	1	2	0	L	-	58	
4	10208	Ballots / BMD Polling Place	9		33	-	-	11	~	~	0	-	-	11	
5	10217	Ballots / Polling Place	3		17			115			0		and the second	16	
6	10255	Ballots / BMD Polling Place	1		48	~	~	36	~	-	0	~	-	36	-
7	10261 -	Ballots / BMD Polling Place	3		55	2	2	18	/	-	0	-	-	18	-
8	10267 -	Ballots / BMD Polling Place	8	-	- 1	~	-	10	/	e. 1	0	-	~	10	-
9	10277 -	Ballots / BMD Polling Place	2	-	2		~	24	~	-	0		-	20	
0	10295	Bailots / BMD Polling Place	1		14	-	1	14	~	-	0	-		14	-
1	10311	Ballots / Polling Place	9	-	19	-	-	22	-	~	0	-	-	23	
2	10319 p	Ballots / BMD Polling Place	3		36	~	-	11	-	-	0	1	-	11	
3	10331	Ballots / BMD Polling Place	3	-	35	~	~	10	-	1	0	_	-	9	
4	10337	Ballots / BMD Polling Place	7	-	29	-	-	14	~	-	0	-	-	19	-
5	10339	Ballots / BMD Polling Place	- 5		49	-	-	25	~	2	0	-	-	25	
6	10368 -	Ballots / Polling Place	4	L	31	-	-	12	-	-	0	~		14	-
	2022 10:22:46												1		-

If you find a data error on the report:

- 1. Circle the original number from the report.
- 2. Write the value on the box next to the error on the report.
- 3. Take the audit report with corrections back to the computer and edit the error information into the data system.
- 4. Re-print a new audit report to verify that the information is correct.
- 5. Continue auditing and follow the steps stated above.

Pallet: 3810		BALLOT STORAGE PAL	LET VERIF	ICATION	Verified By #M	Verified By #2:	l.v.
//#//Verified//	Box	Category / Type	ICC IIII	Batch	Count	O.S.	Scale Ct
1	1619 🗸	Ballots / Mail 🧹	2 -	223 -	518 -	1 ~	517
2	1621	Ballots / Mail 🦯	9 -	146 -	764	0	756
3	1623	Ballots / Mail 🦯	8 🗸	154	661 🦯	3 ~	656 🧹
4	1624	Ballots / Mail	@ 5	173	593	0	581
5	1625 🗸	Ballots / Mail 🗸	5 🗸	162 🗸	620 🗸	0	609
6	1626 🧹	Ballots / Mail 🗸	7 /	200	/ 599 /	0 -	592
7	1627 -	Ballots / Mail 🖌	3 🗸	222 🗸	698	2	684
8	1628 🗸	Ballots / Mail	4 2	174 🗸	639	0 -	631
9	1629 🗸	Ballots / Mail 🧹	9 🗸	147 🗸	622 🗸	1 -	615 -
10	1630 🧹	Ballots / Mail 🧹	7 /	(201)200	739	1	736
11	1631 🗸	Ballots / Mail 🦯	3 🦯	223 🗸	637 🖌	0	636
12	1632 🗸	Ballots / Mail 🧹	8 🗸	155 🗸	414	1	411
13	1633 🗸	Ballots / Mail 🖌	1 🗸	263 🗸	442	2	439
14	1635 🗸	Ballots / Mail 🖌	2 🗸	224 🗸	722 🗸	1	717
15	1636 🗸	Ballots / Mail 🧹	9 /	148 🗸	657 🗸	1	639
16	1637 🗸	Ballots / Mail 🧹	4 /	175 🗸	642	2 /	637 🗸
17	1638 🗸	Ballots / Mail 📈	1 /	265 🗸	792 🗸	0 🗸	791
18	1639 🗸	Ballots / Mail 🗸	7 🗸	202 🗸	708 🗸	0	695 🗸
19	1640 🗸	Ballots / Mail 🗸	1	264 🗸	735 🗸	0 🖌	722 🗸
20	1641 🗸	Ballots / Mail 🗸	2	225 🗸	649 🧹	1	636 🖌
21	1642 🗸	Ballots / Mail 🗸	5 🗸	164 🦯	623 🗸	0 /	615 🗸
22	1643	Ballots / Mail	8 🗸	156 🗸	663 🧹	0 🦯	662
23	1644 🗸	Ballots / Mail 🗸 🗸	7 /	203 🗸	571 🦯	0	568
24	1645 🗸	Ballots / Mail 🗸	4 🗸	177 -	617 🗸	1	609 🗸
25	1646 🗸	Ballots / Mail 🧹	5 🗸	165 🗸	629 🗸	1	629
26	1647 🗸	Ballots / Mail	00	266 🧹	576 🗸	0	567
27	1648	Ballots / Mail 🗸	9 /	149 🖌	777	0 🦯	776
28	1649	Ballots / Mail 🗸 🗸		157 🗸	657 🗸	4	656
29	1650 🗸	Ballots / Mail 🗸	02	204 🦯	490	0 /	485 🧹
30	1651 🗸	Ballots / Mail 🗸 🗸		225 🗸	699 🧹	0 🖌	689 🧹
31	1652 🗸	Ballots / Mail 🗸 🗸	1	267 🗸	698 🗸	1	693 🗸
32	1653 🗸	Ballots / Mail 🗸	2 🗸	227 🗸	712 🗸	0 🗸	699 🦯
33	1654 🗸	Ballots / Mail 🗸	8 🗸	159 🗸	726	02	722 🗸
34	1655 🗸	Ballots / Mail 🗸	7 /	206 🗸	692	1	689 🗸
35	1656 🧹	Ballots / Mail 🗸	8 🗸	160 🗸	747 🗸	0	740
36	1657 🗸	Ballots / Mail 🗸	2 🗸	229 🗸	000	0 🦯	657
37	1658 🗸	Ballots / Mail 🧹	3 🗸	224	(560 Ecc	0 /	58 506
38	1659	Ballots / Mail 🗸	2 🗸	226	636	0 /	637 🗸
39	1660 🗸	Ballots / Mail 🧹	5 🗸	168 🗸	553	1	547 🗸
40	1661 🗸	Ballots / Mail 🧹	5 🗸	167 🗸	736	0	723 🖌
41	1662 🗸	Ballots / Mail 🗸	2 🗸	232 🗸	589 🗸	1	581 🦯
42	1663	Ballots / Mail 🗸	1	268	695	0	682 🧹
43	1665 🗸	Ballots / Mail	8 🗸	162 🗸	737	1	730 🗸
44	1666 🗸	Ballots / Mail 🗸	5 🗸	166 🗸	665	0	664
45	1667 🗸	Ballots / Mail 🖌	7 🗸	205 🗸	594 🗸	3	589 🗸
46	1668 🖌	Ballots / Mail 🖌	8 1	158 🗸	561	0	560 🗸
47	1669 🗸	Ballots / Mail 🗸	4	176 🦯	700	3 🖌	695 🗸
48	1670 🗸	Ballots / Mail	2 🗸	228 🦯	612	0	601
49	1671 🗸	Ballots / Mail 🗸	9 1	150 🗸	633 🗸	4	624

- 6. Once the pallet is thoroughly and correctly audited, move the pallet to the final staging area and place it in sequential pallet order number.
- 7. See the diagram below.



Authorization

Document Owner: Ballot Department	Initiation Date: 08/25/2023
Version Number: 2.0, Original Document	Date: 09/01/2023
Version Written By: Salvador Valencia	
Updated by: Kamelyta Noor	Date: 04/16/2024