



REGISTRAR OF VOTERS

Auditing Pallets

PROCEDURE DOCUMENT – Version 2.0

Auditing Pallets

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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)

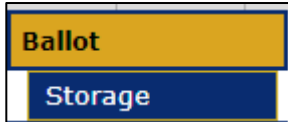
This audit MUST be done by the end of every day.

Generating Verification Report

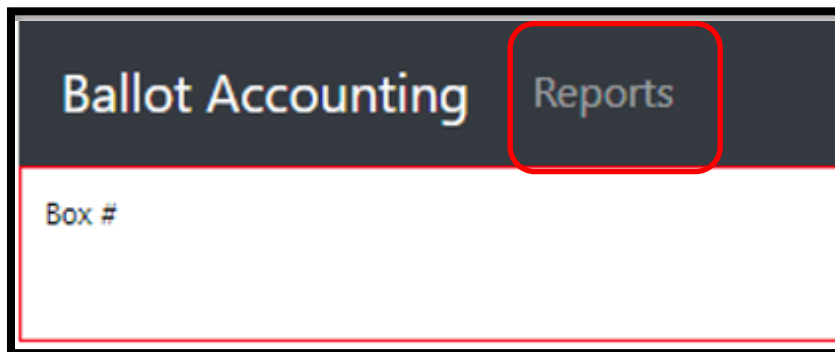
1. Login into PC with your username and password.
2. Locate “Ballot Storage” icon on Desktop. Double click the icon.



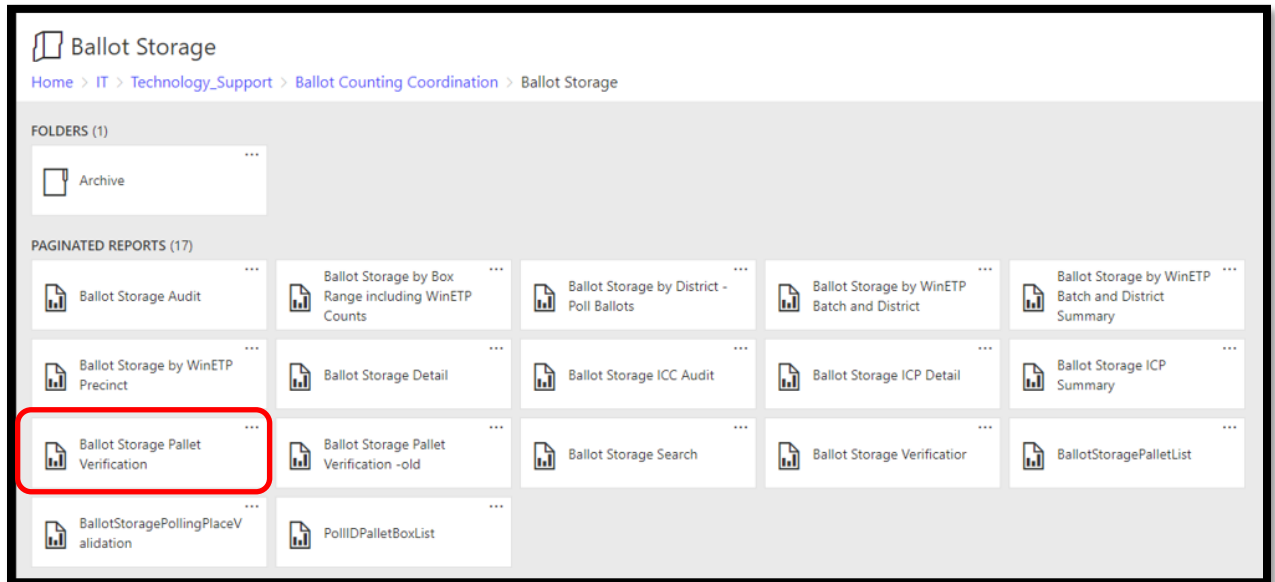
3. You can also access the report by going onto Intranet at <https://rov-intranet.sbcounty.gov/> and click Storage on the left bar.



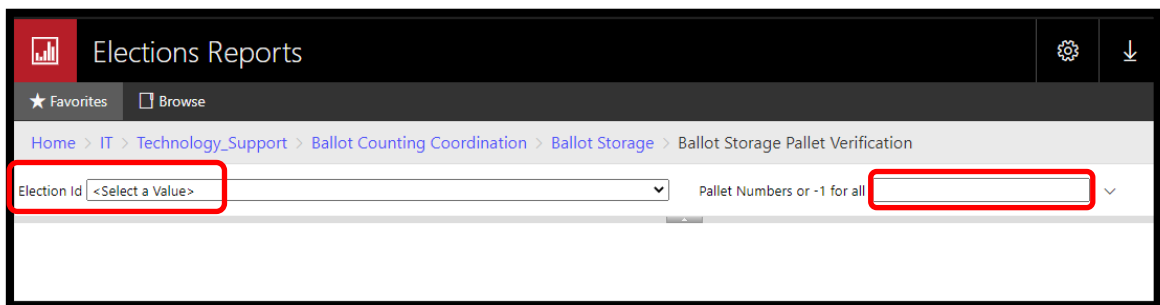
4. From the Ballot Storage Data Entry field, click the Reports link.



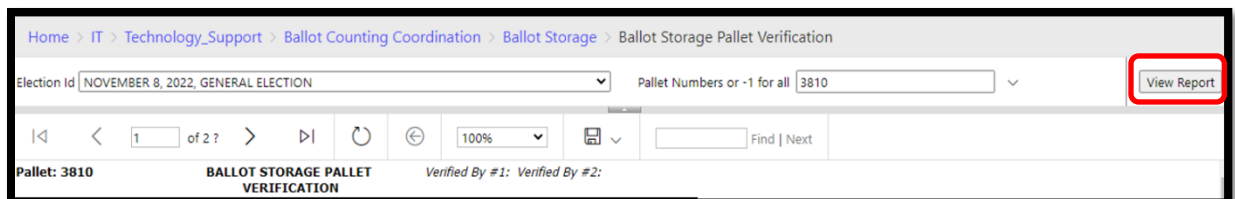
- Click on the **Ballot Storage Pallet Verification** report button.



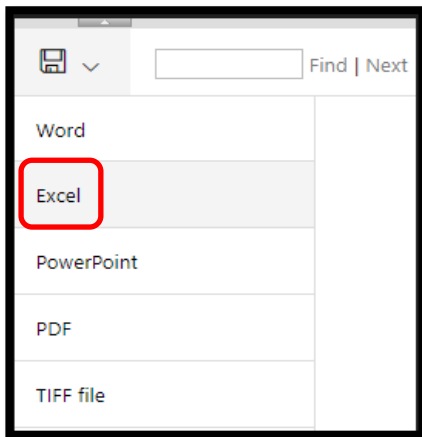
- Select the **Relevant Election** from the drop-down.
- Type in the **pallet number** that needs to be audited, then press Enter.



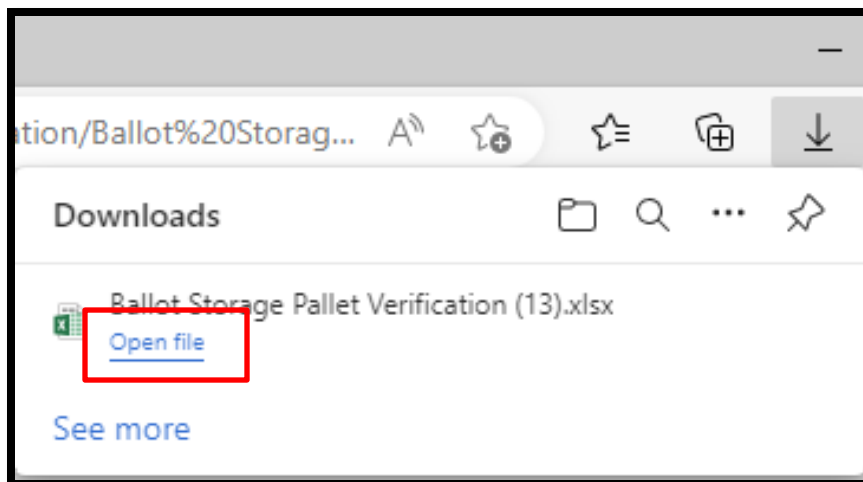
- Click the **View Report** button.



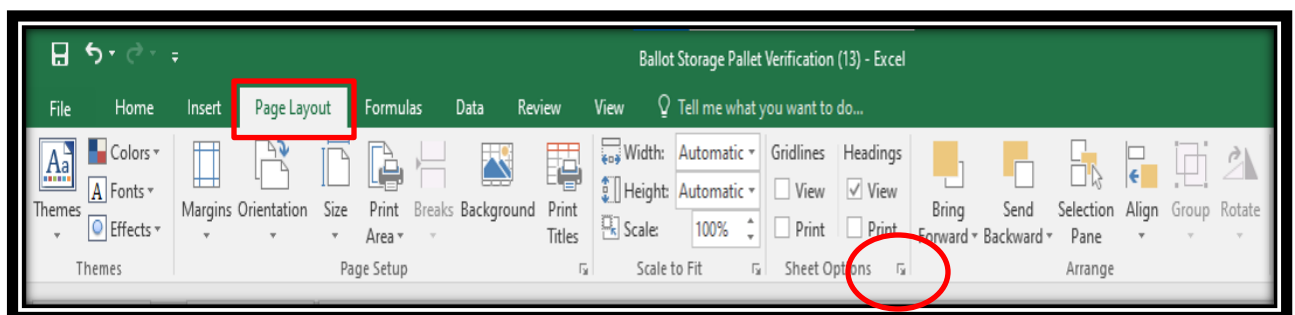
9. Click the save **disk icon** and choose to export it to **Excel**.



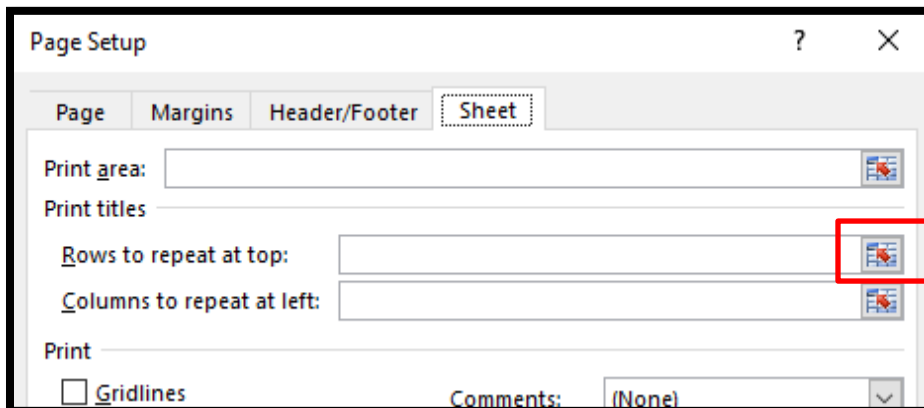
10. Double Click on **open file**.



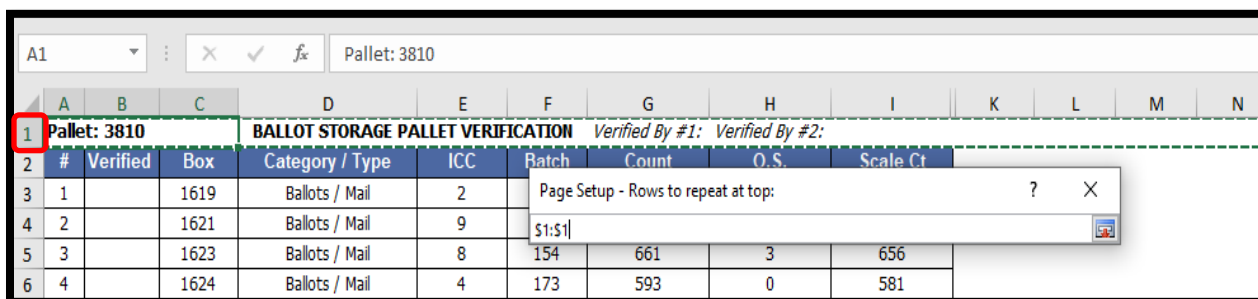
11. In the Excel file, under the **Page Layout** menu, use the **sheet options arrow**.



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

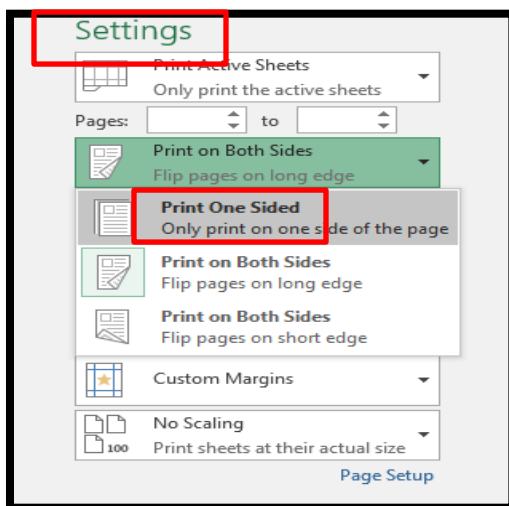


13. Click anywhere on row 1, then press **enter** twice, then click ok.

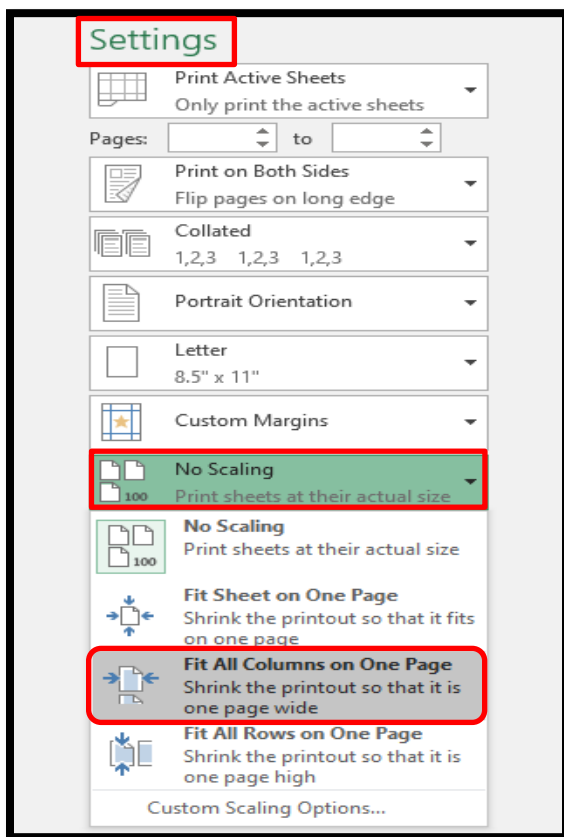


14. Press **CTRL+P** to bring up the Print preview screen.

15. Under printing settings, Change **Print on Both Sides** to Print **One Sided**.



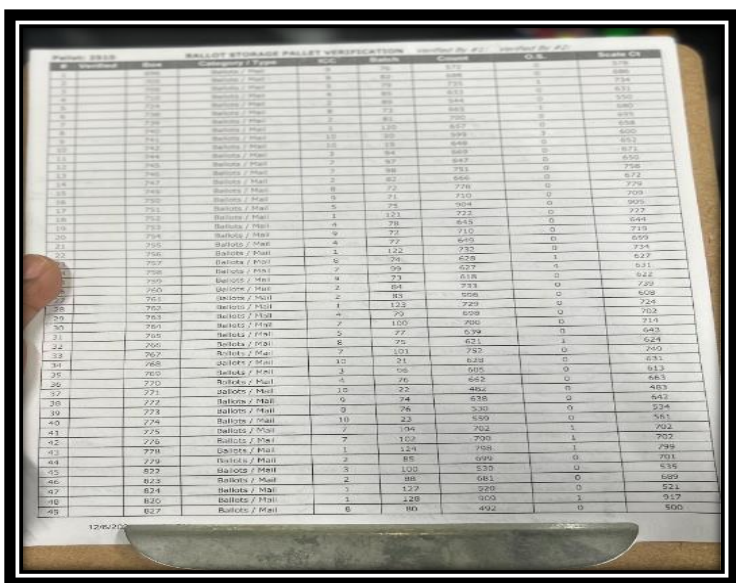
16. Also under scaling settings, change **No Scaling** to **Fit All Columns on One Page**.



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.



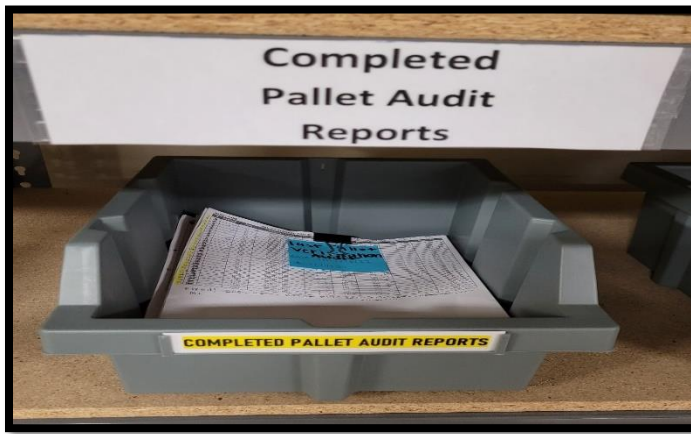
Auditing Steps:



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

a Box 1		NOVEMBER 8, 2022, GENERAL ELECTION - 11/08/2022		[Barcode]	
1 Ballot Preparation		2 Ballot Counting		3 Ballot Storage	
Date	Employee	Date	Employee	Date	Employee
Pocket		ICC c	Batch # d	a Scale Count g	Verified 2(a) & 3(a)? <input type="checkbox"/> Yes
Ballot Category: Mail Ballots <input type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct b		Batch Size a e Outstacks (Not Counted) b f		Pallet	
<input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct					

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.



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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.

Pallet: 9895 BALLOT STORAGE PALLET VERIFICATION Verified By #1: Verified By #2:								
#	Verified	Box	Category / Type	ICC	Batch	Count	O.S.	Scale 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	61	2	64
4		10011	Ballots / Polling Place	9	39	16	0	18
5		10014	Ballots / BMD Polling Place	4	38	1	0	1
6		10015	Ballots / BMD Polling Place	10	41	9	0	9
7		10028	Ballots / BMD Polling Place	4	43	17	0	17
8		10040	Ballots / BMD Polling Place	7	47	12	0	9
9		10043	Ballots / BMD Polling Place	9	87	19	0	19
10		10050	Ballots / BMD Polling Place	10	78	60	0	60
11		10071	Ballots / BMD Polling Place	10	35	19	0	19
12		10079	Ballots / Polling Place	4	36	20	0	22
13		10110	Ballots / BMD Polling Place	3	33	2	0	1
14		10113	Ballots / BMD Polling Place	7	35	12	0	12
15		10114	Ballots / BMD Polling Place	9	28	17	0	17
16		10116	Ballots / BMD Polling Place	9	29	36	0	36
17		10124	Ballots / Polling Place	9	37	23	0	28
18		10128	Ballots / Polling Place	8	29	70	0	71
19		10130	Ballots / Polling Place	10	32	4	0	3
20		10131	Ballots / BMD Polling Place	7	43	16	0	16
21		10138	Ballots / BMD Polling Place	1	12	54	0	54
22		10188	Ballots / BMD Polling Place	8	52	20	0	19
23		10204	Ballots / BMD Polling Place	4	26	58	0	58
24		10208	Ballots / BMD Polling Place	9	33	11	0	11
25		10217	Ballots / Polling Place	3	17	15	0	16
26		10255	Ballots / BMD Polling Place	1	48	36	0	36
27		10261	Ballots / BMD Polling Place	3	55	18	0	18
28		10267	Ballots / BMD Polling Place	8	1	10	0	10
29		10277	Ballots / BMD Polling Place	2	2	24	0	20
30		10295	Ballots / BMD Polling Place	1	14	14	0	14
31		10311	Ballots / Polling Place	9	19	22	0	23
32		10319	Ballots / BMD Polling Place	3	36	11	0	11
33		10331	Ballots / BMD Polling Place	3	35	10	0	9
34		10337	Ballots / BMD Polling Place	7	29	14	0	19
35		10339	Ballots / BMD Polling Place	5	49	25	0	25
36		10368	Ballots / Polling Place	4	31	12	0	14

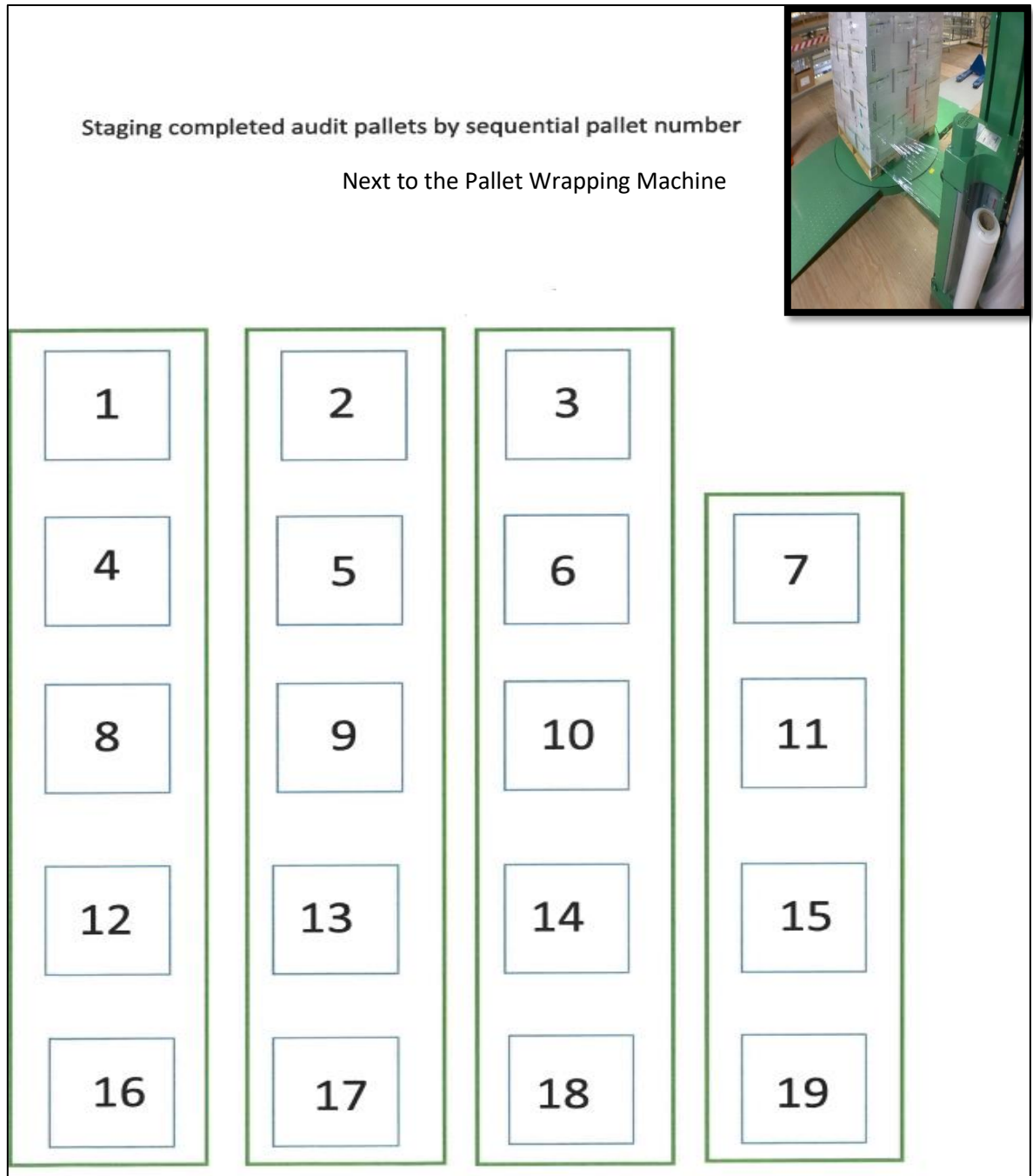
12/7/2022 10:22:46 AM

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 PALLET VERIFICATION					Verified By #1: MR		Verified By #2: LV						
#	Verified	Box	Category / Type	ICG	Batch	Count	O.S.	Scale Ct							
1		1619	✓	✓	2	✓	223	✓	518	✓	1	✓	✓	✓	517
2		1621	✓	✓	9	✓	146	✓	764	✓	0	✓	✓	✓	756
3		1623	✓	✓	8	✓	154	✓	661	✓	3	✓	✓	✓	656
4		1624	✓	✓	5	✓	173	✓	593	✓	0	✓	✓	✓	581
5		1625	✓	✓	5	✓	162	✓	620	✓	0	✓	✓	✓	609
6		1626	✓	✓	7	✓	200	✓	599	✓	0	✓	✓	✓	592
7		1627	✓	✓	3	✓	222	✓	698	✓	2	✓	✓	✓	684
8		1628	✓	✓	4	✓	174	✓	639	✓	0	✓	✓	✓	634
9		1629	✓	✓	9	✓	147	✓	622	✓	1	✓	✓	✓	615
10		1630	✓	✓	7	✓	201	✓	739	✓	1	✓	✓	✓	736
11		1631	✓	✓	3	✓	223	✓	637	✓	0	✓	✓	✓	636
12		1632	✓	✓	8	✓	155	✓	414	✓	1	✓	✓	✓	411
13		1633	✓	✓	1	✓	263	✓	442	✓	2	✓	✓	✓	439
14		1635	✓	✓	2	✓	224	✓	722	✓	1	✓	✓	✓	717
15		1636	✓	✓	9	✓	148	✓	657	✓	1	✓	✓	✓	639
16		1637	✓	✓	4	✓	175	✓	642	✓	2	✓	✓	✓	637
17		1638	✓	✓	1	✓	265	✓	792	✓	0	✓	✓	✓	791
18		1639	✓	✓	7	✓	202	✓	708	✓	0	✓	✓	✓	695
19		1640	✓	✓	1	✓	264	✓	735	✓	0	✓	✓	✓	722
20		1641	✓	✓	2	✓	225	✓	649	✓	1	✓	✓	✓	636
21		1642	✓	✓	5	✓	164	✓	623	✓	0	✓	✓	✓	615
22		1643	✓	✓	8	✓	156	✓	663	✓	0	✓	✓	✓	662
23		1644	✓	✓	7	✓	203	✓	571	✓	0	✓	✓	✓	568
24		1645	✓	✓	4	✓	177	✓	617	✓	1	✓	✓	✓	609
25		1646	✓	✓	5	✓	165	✓	629	✓	1	✓	✓	✓	629
26		1647	✓	✓	0	✓	266	✓	576	✓	0	✓	✓	✓	567
27		1648	✓	✓	9	✓	149	✓	777	✓	0	✓	✓	✓	776
28		1649	✓	✓	8	✓	157	✓	657	✓	4	✓	✓	✓	656
29		1650	✓	✓	2	✓	204	✓	490	✓	0	✓	✓	✓	485
30		1651	✓	✓	2	✓	225	✓	699	✓	0	✓	✓	✓	689
31		1652	✓	✓	1	✓	267	✓	698	✓	1	✓	✓	✓	693
32		1653	✓	✓	2	✓	227	✓	712	✓	0	✓	✓	✓	699
33		1654	✓	✓	8	✓	159	✓	726	✓	0	✓	✓	✓	722
34		1655	✓	✓	7	✓	206	✓	692	✓	1	✓	✓	✓	689
35		1656	✓	✓	8	✓	160	✓	747	✓	0	✓	✓	✓	740
36		1657	✓	✓	2	✓	229	✓	666	✓	0	✓	✓	✓	657
37		1658	✓	✓	3	✓	224	✓	560	✓	0	✓	✓	✓	558
38		1659	✓	✓	2	✓	226	✓	636	✓	0	✓	✓	✓	637
39		1660	✓	✓	5	✓	168	✓	553	✓	1	✓	✓	✓	547
40		1661	✓	✓	5	✓	167	✓	736	✓	0	✓	✓	✓	723
41		1662	✓	✓	2	✓	232	✓	589	✓	1	✓	✓	✓	581
42		1663	✓	✓	1	✓	268	✓	695	✓	0	✓	✓	✓	682
43		1665	✓	✓	8	✓	162	✓	737	✓	1	✓	✓	✓	730
44		1666	✓	✓	5	✓	166	✓	665	✓	0	✓	✓	✓	664
45		1667	✓	✓	7	✓	205	✓	594	✓	3	✓	✓	✓	589
46		1668	✓	✓	8	✓	158	✓	561	✓	0	✓	✓	✓	560
47		1669	✓	✓	4	✓	176	✓	700	✓	3	✓	✓	✓	695
48		1670	✓	✓	2	✓	228	✓	612	✓	0	✓	✓	✓	601
49		1671	✓	✓	9	✓	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

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Version Number: 2.0, Original Document	Date: 09/01/2023
Version Written By: Salvador Valencia	
Updated by: Kamelyta Noor	Date: 04/16/2024