



REGISTRAR OF VOTERS

# Auditing Pallets

PROCEDURE DOCUMENT – Version 2.0

Salvador Valencia/Zonia Harrell  
08/25/2023

# Auditing Pallets

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## Table of Contents

Purpose .....	2
Scope.....	2
Supplies .....	2
Process .....	3
<i>Generating Verification Report</i> .....	3
<i>Auditing Steps:</i> .....	7
Authorization .....	12

## Purpose

The purpose of this procedure is to complete an overall analysis of all ballot boxes received from IT. The following verification report should be printed out for each complete pallet and compared to the ballot box label.

## 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.

## Supplies

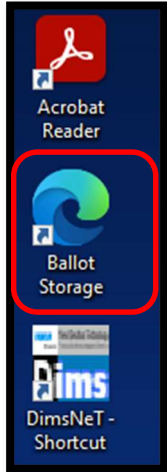
- Clipboard
- Black or blue pens
- Duo key fob (team member/Lead)

## Process

These steps are to be performed.

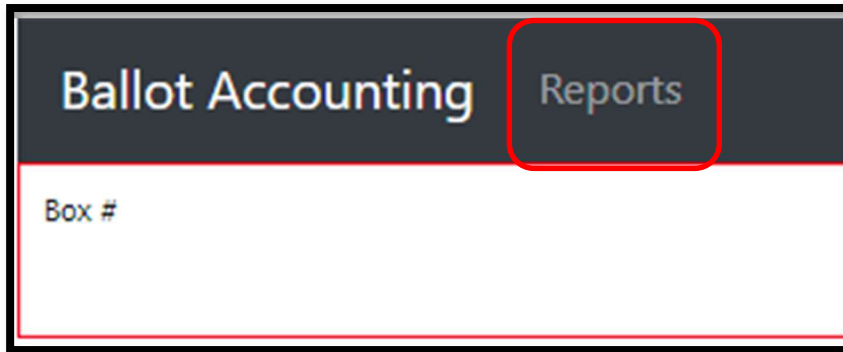
### *Generating Verification Report*

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

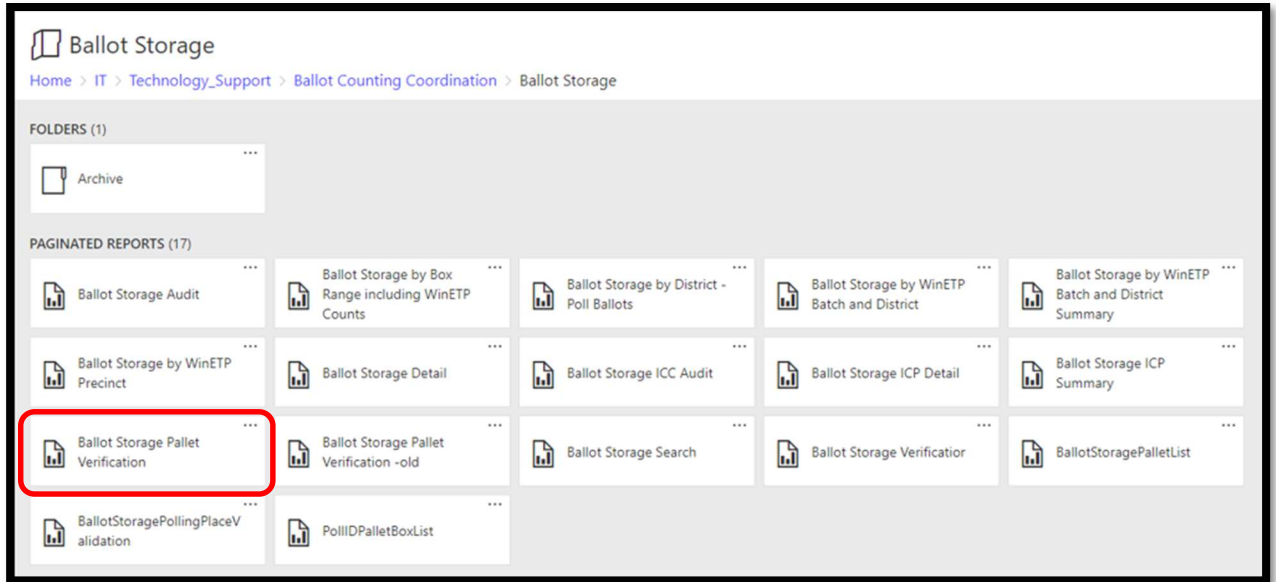


Note: log in to the intranet page by entering <https://rov-intranet.sbcounty.gov/> on your browser

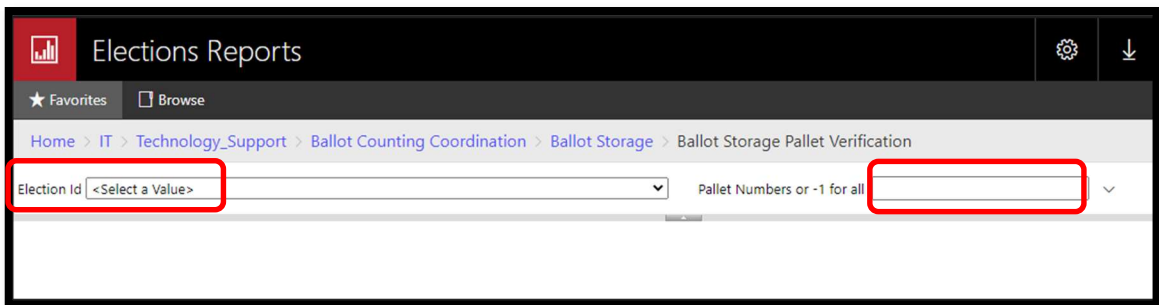
3. From the Ballot Storage Data Entry field, click the Reports link.



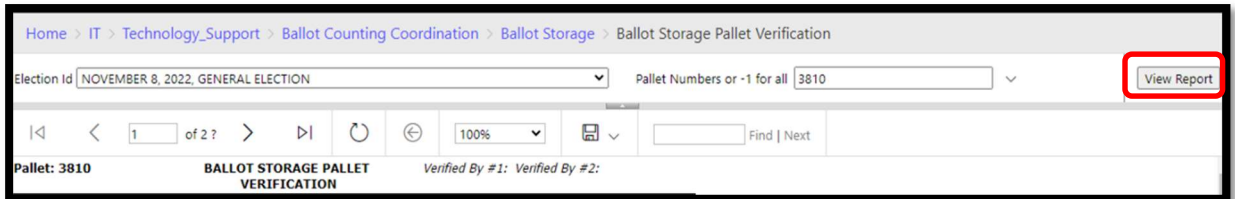
- Click on the **Ballot Storage Pallet Verification** report button.




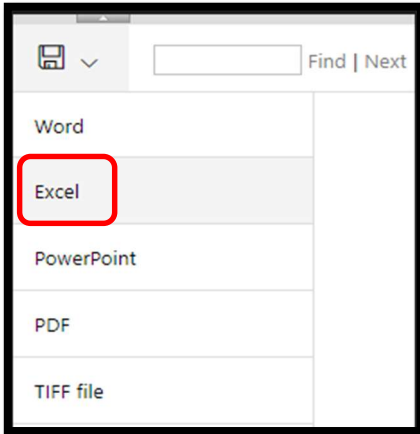
- Select the relevant Election from the drop-down.
- Type in the pallet number that needs to be audited, then press Enter.



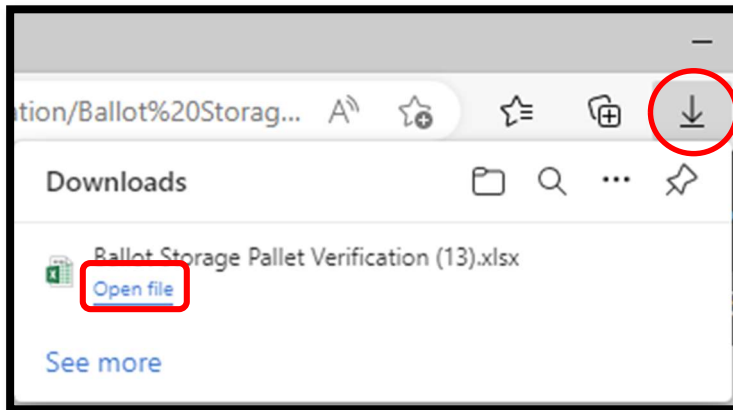
- Click the View Report button.



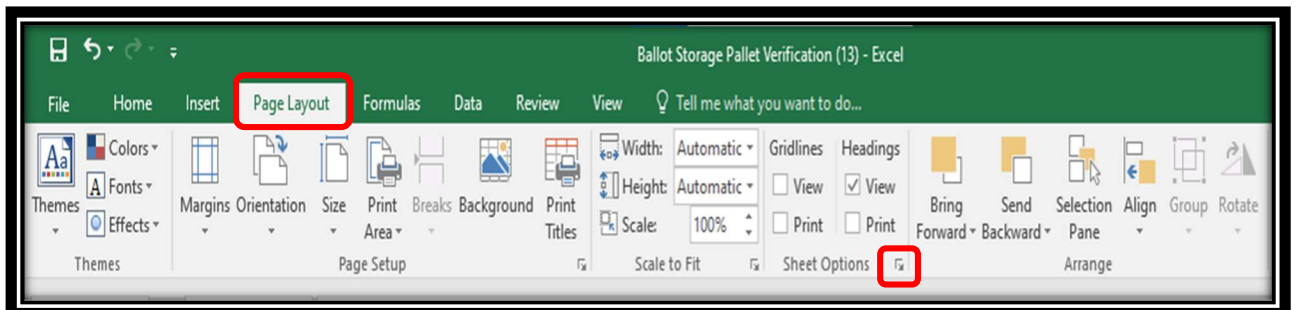
8. Click the save disk icon and choose to export it to Excel. 



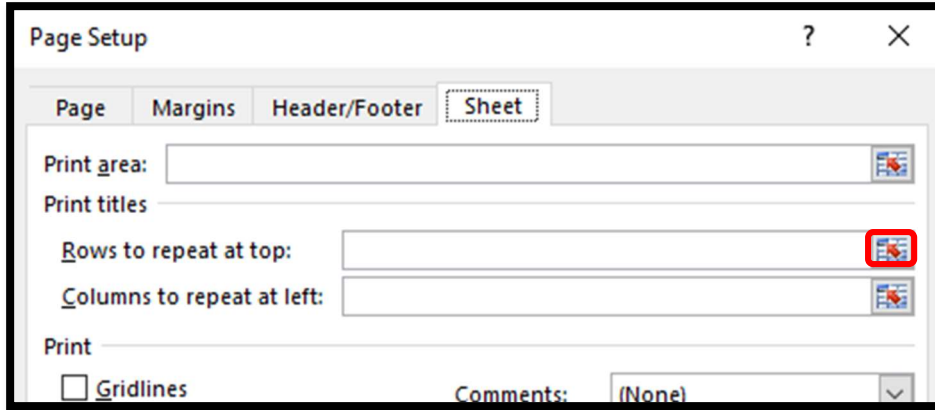
9. Click on open file



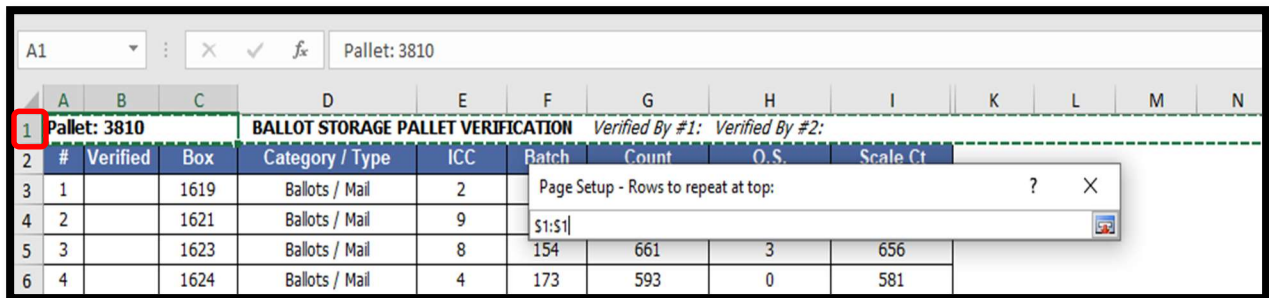
10. In the Excel file, under the **Page Layout** menu, use the **sheet options arrow**.



11. On the **Sheet** tab to make row 1 repeat across each page. [Click Here](#)

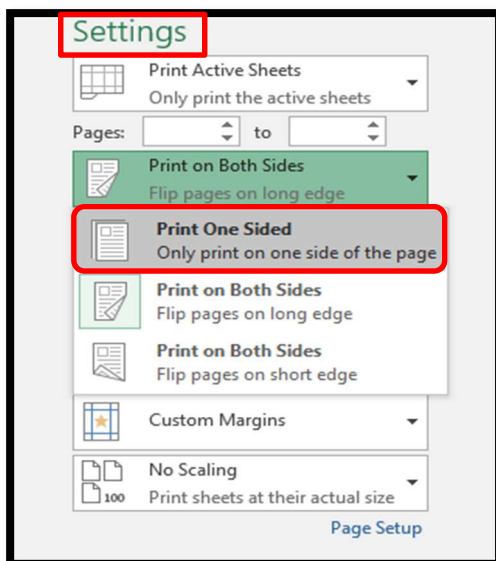


12. Click anywhere on row 1, then press enter twice, then click ok.

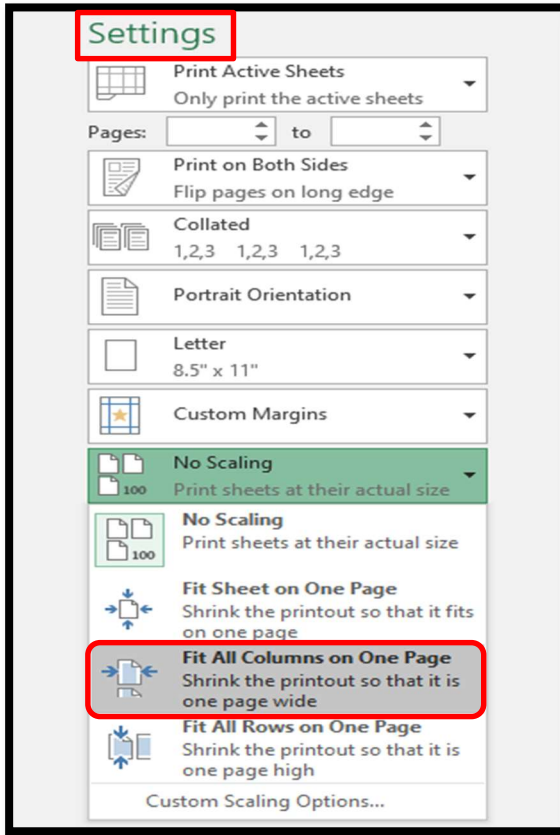


13. Press CTRL+P to bring up the Print preview screen.

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



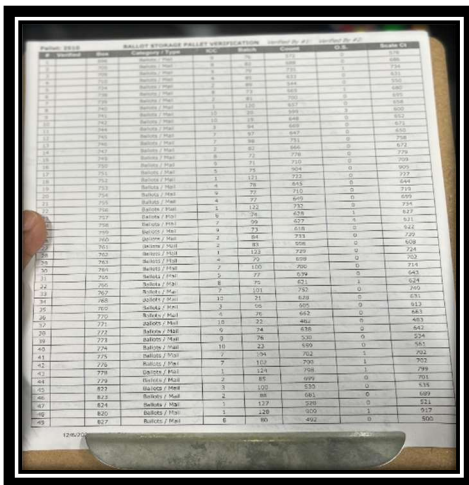
15. Also under scaling settings, change **No Scaling** to **Fit All Columns on One Page**.



16. Click the **Print** button.

17. 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:**

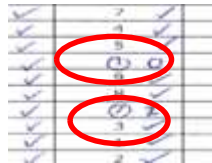
1. Locate the pallet to be audited



2. With the second team member, begin auditing the pallet.
3. Read the following information from the first box (top, left) in the following order:
  1. Box Number
  2. Category Type
  3. ICC
  4. Batch #
  5. Batch size
  6. Out stacks
  7. Scale Count

1 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	3	Batch #	4	a Scale Count	7	Verified 2(a) & 3(a)? <input type="checkbox"/> Yes
Ballot Category: <b>Mail Ballots</b> <input type="checkbox"/> Mail <input type="checkbox"/> Mail - UOCAVA <input type="checkbox"/> Designated Mail Precinct <input type="checkbox"/> BMD Mail <input type="checkbox"/> BMD Mail - UOCAVA <input type="checkbox"/> BMD Designated Mail Precinct		a	Batch Size	5	Pallet			
		b	Outstacks (Not Counted)	6				

Note: If information is incorrect, circle the item on the audit sheet that does not compare and write the label's value next to the number from the label on the ballot box.



4. Mark the report in the appropriate column with a checkmark.
5. Repeat for each box label visible on the side of the pallet, moving from left to right, top to bottom.
6. Continue reading the other sides following the same process from step 3 above.
7. One person will read off the information from the boxes and the other will check off from the audit report to match the information.
8. After last box is read, checker will let the reader know if a box is missing.
  - a. Reader and checker will look for missing box (s) on all four sides of the pallet.
  - b. When found give box information to checker
9. If you still cannot find the box on the report, write down the box information at the end of the sheet. You can verify if the box number was entered incorrectly into the system after you have completed the pallet by looking at the ICC numbers of any unaudited boxes remaining on the report.
10. If errors are found, take the audit report to the computer to make box edits in the computer.
  - a. Circle the number

b. Write the correct number

**Note:** The sample below has two missing boxes

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

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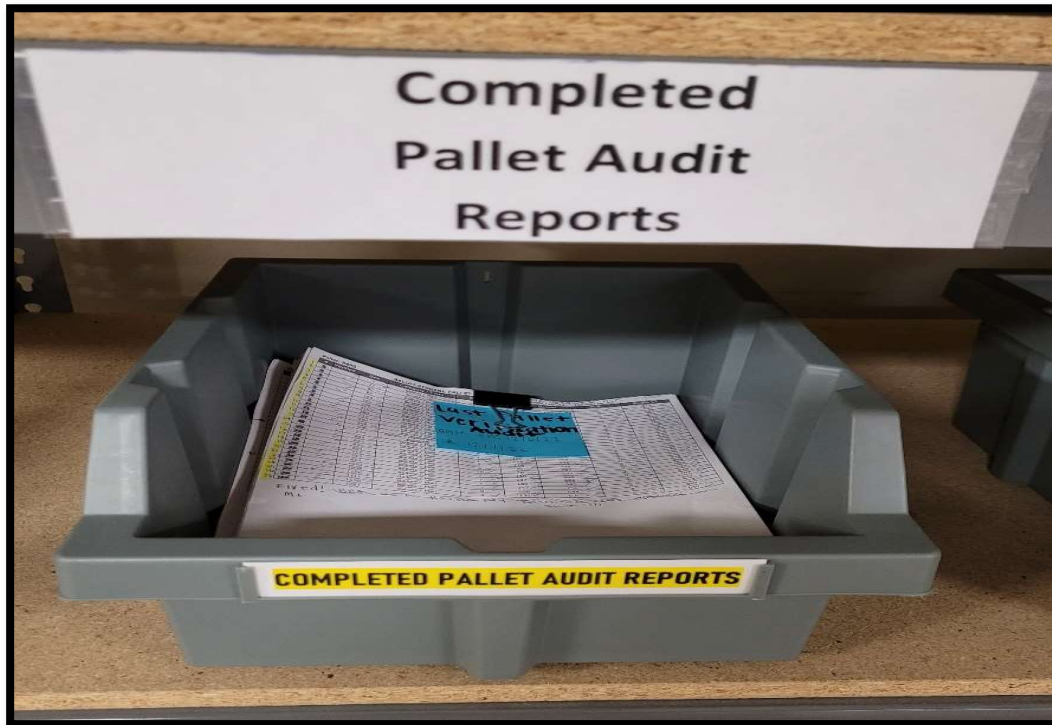


C.

Pallet: 3810		BALLOT STORAGE PALLET VERIFICATION					Verified By #1: <i>MR</i>		Verified By #2: <i>RV</i>	
Line	Quantity	Ballot Type	IC	ES	EA	EA	CS	CS	Scale Gt	
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	4	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	174	639	0	634			
9	1629	Ballots / Mail	9	147	622	1	615			
10	1630	Ballots / Mail	7	155	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	8	266	576	0	567			
27	1648	Ballots / Mail	9	149	777	0	776			
28	1649	Ballots / Mail	8	157	657	4	656			
29	1650	Ballots / Mail	2	204	490	0	485			
30	1651	Ballots / Mail	3	225	699	1	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	0	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	636	0	630			
37	1658	Ballots / Mail	3	224	560	0	558			
38	1659	Ballots / Mail	2	226	46	0	47			
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	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	150	633	4	624			

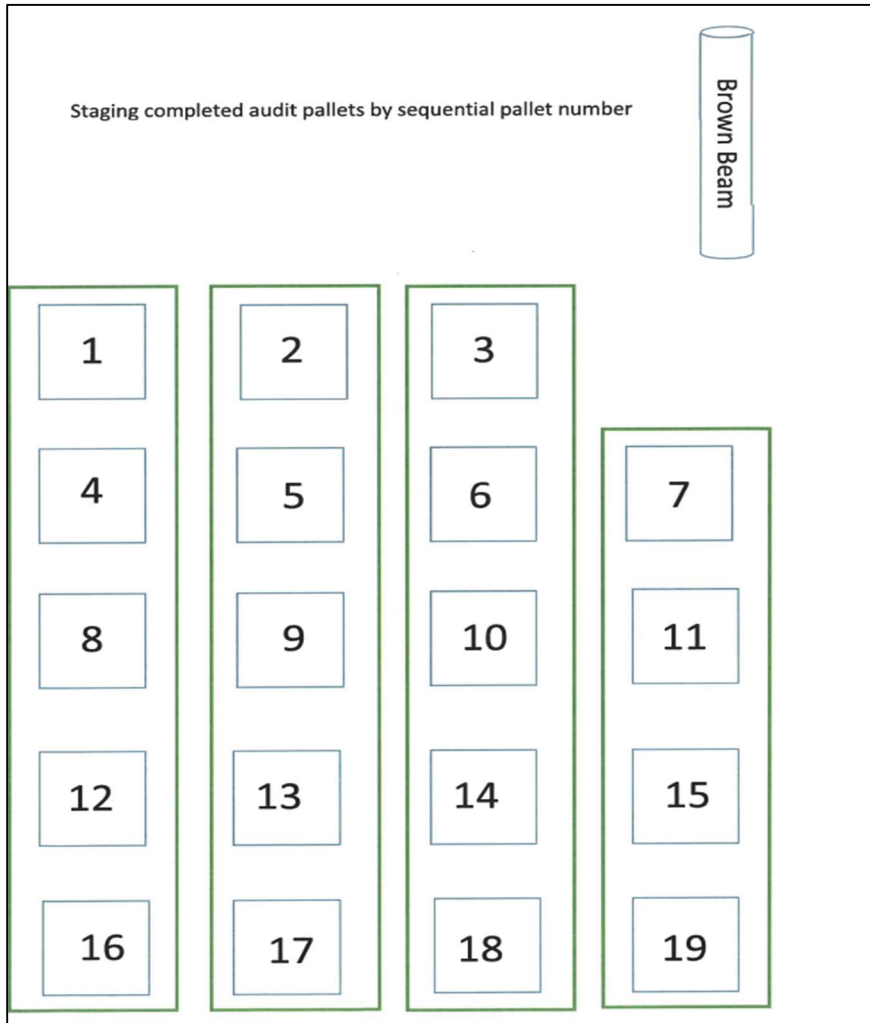
11. Both team members initial and date the audit report once finished.

12. Take the completed audit report and place it in the gray bin designated for completed audit reports.



13. Move the pallet to the final staging area and place it in sequential pallet order number.

Note: See picture 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	