



REGISTRAR OF VOTERS

BlueCrest Vantage Mail Sorter: Sort (2nd) Pass

PROCEDURE DOCUMENT - Version 4.0

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BlueCrest Vantage Mail Sorter: Sort (2nd) Pass

Scope

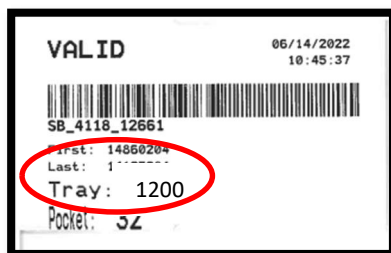
This is the process where the BlueCrest machine sorts the Mail Envelopes by precinct range and separates the Envelopes that were challenged during the Signature Verification Process.

Running Sort Pass

Loading Trays for Sort 2nd Pass

1. Once the Sorting Team receives the sort pass report, the machine operator and another Sorting Team Member will set up the sorter machine with trays from the **“Ready for 2nd Sort”** Rack(s) using **“Sort Pass Report”**.

Batch Number	Batch Type	Return Source	Date	Uploaded to Dims	Sig Check Complete	Disposition Created	SortPass Completed	Batch Audit
1200	Valid	MAL	5/6/2019	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



NOTE: All trays from the same report must stay together in one rack.

2. Find the first tray on the **“Ready for Sort 2nd Pass”** rack with the corresponding **“Sort Pass Report.”**
3. Find the corresponding batch/tray number under **“Sort Pass Report”** on the Sort Pass Report.

4. Pull the tray from rack, and place in a new bakers' rack, filling in from left to right, top to bottom.
5. Continue pulling out the rest of trays from the report and placing them in the new baker's rack.
6. As one person pulls out pocket tray tags, read out loud the Batch/Tray Number as you go.
7. Machine Operator will confirm on Sort Pass Report that it all matches.
8. Place all the mail trays belonging to the "**Sort Pass Report**" in numerical tray order.



9. Machine Operator confirms with another team member that the trays on the rack match the batch numbers on the Sort Pass Report, by calling out the tray numbers.

Note: When reading tray numbers, say it one number at a time. Ex: 12345 is "One, two, three, four, five."

10. Binder clip pocket tray tags with Sort Pass Report and hang them on the rack using a magnet.

Running the Sort (2nd) Pass

1. Machine Operator must communicate to team members which Batch Letter being run through Sort Pass.
2. Sweeping team members will set up two Baker Racks with cart signs labeled “Ready for Batch Audit” with the same letter as the Sort Pass Report

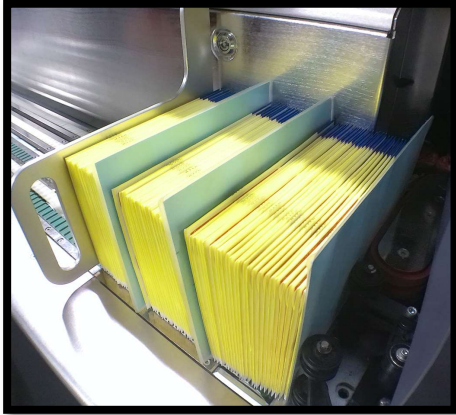


Loading the Envelopes

1. Make sure a Separator Card is placed at the beginning of each tray with the barcode always facing the same way as the envelopes.



2. Load the belt with the mail envelopes right side up onto the belt with the barcode facing the feeder (the envelopes should be in the tray upside down following jogging).



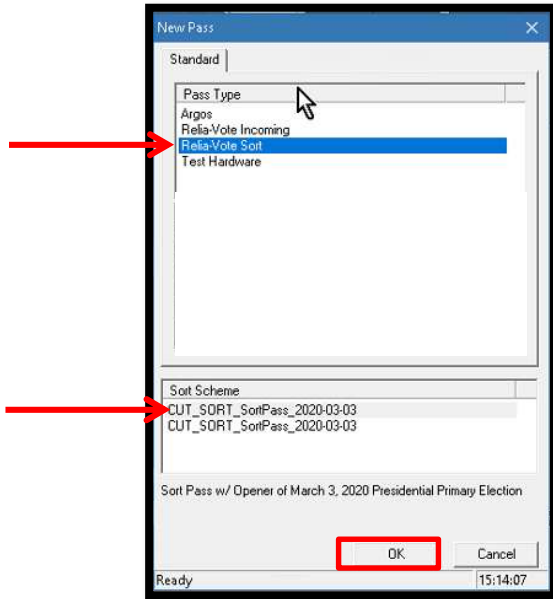
Note: If separator cards are not placed between the batches when running multiple batches at once, the batch will go to the Didn't Scan Tray Tag (pocket 19), forcing the team to run the envelopes through the machine a second time after the tray tag is printed.

3. Click or tap the New Pass button.



Note: A *New Pass* dialog box will appear.

- Under “Pass Type” select **Relia-Vote Sort**.
- Under “Sort Scheme” select the most recent **CUT-SORT_SortPass** scheme related to the election.
- Select **OK**.



- Click on the Hold Magazine and Hold Feeder, making sure they light up prior to clicking on the start button.



Note: Lights off means that Feeder and Magazine are running. Lights on means that Feeder and Magazine are not running.

- Click the Start button.



- Click on Hold Magazine and Hold Feeder to start feeding envelopes through.



Note: Lights off means that Feeder and Magazine are running. Lights on means that Feeder and Magazine are not running.

10. The envelopes should feed through the machine at this point, sorting envelopes to the:

- Pockets 1-16 Challenged Side
- Pockets 17-24 Issues
- Pockets 25-46 Valid Side
- Pockets 23 and 24 Dynamic Overflow
- Pockets 47 and 48 Hardware Rejects
- Pockets 35 and 36 left empty for Overlapping issues.

Processing Issues

When all the envelopes have run through the machine, sweepers will have to check for issues before we can close the pockets and continue with the process. Sweepers will need to check for envelopes sent to the end bucket, hardware rejects and any envelopes found in pockets 17-22 and will need to be researched by the Machine Operator to have them re-ran and placed in their proper pockets.

Sweepers will bring the machine operator envelopes found in Pockets 17-22, pocket 47-48 (hardware rejects) and in the end bucket. Additional research is needed to get the envelopes in a Valid or Challenged pocket.

In Relia-Vote, if investigating these envelopes' histories, those sorted to these pockets end up in a tray numbered between 20,000 - 29,999, or 40,000 - 49,999. These are tray numbers designated for issues during sorting.

Issues

1. **Double Feed (Pocket 17):** Envelopes get stuck together and are placed in this pocket. Run these envelopes after dealing with other issues.
 - a. Check 'Disable Double Detector' box.
 - b. Place a separator card in front of the envelopes.
 - c. Feed envelopes one at a time.
 2. **Rejects/Out of Scheme (Pocket 18):** Scan and check each envelope on Relia-Vote.
 - a. Check under history to see if envelope has been previously scanned by machine.
 - b. Check envelopes AV_ID (barcode) if it is readable, if not able to scan barcode, reprint AV_ID and place over QR code on envelope.
 - c. Place a separator card in front of the envelopes and feed the envelopes through.
 3. **Didn't Scan Pocket Tray Tag (Pocket 19):** Pocket tray tag was never scanned before running the Sort Pass, or there was no blue separator card before this batch ran through the feeder.
 - a. Generate a pocket tray tag by pressing the button for pocket 19.
 - b. From Relia-Vote:
 - i. Click on Tools
 - ii. Click on Tray Check-In
 - iii. Scan pocket tray tag barcode
 - c. Place a separator card in front of envelopes, and load envelopes back on the belt.
- Note:** If envelopes start going to pocket 19 (didn't scan tray tag), immediately stop the machine and speak to your supervisor to identify what happened.
4. **Manually Verify (Pocket 20):** Check the history of each envelope in Relia-Vote Application ID.
 - a. If the history says the envelope needs to be manually verified or no history is available for that envelope, it may not have been seen during the Incoming Pass.
 - b. Place it in an appropriate tray on a rack labeled "Ready for Incoming Pass" with correct returned date and returned source.

5. **Dynamic Overflow (Pocket 23-24):** Envelopes that are in this pocket whose designated pocket is already full.
 - a. These envelopes are run through the sort pass again placing a separator card in the front.
6. **Hardware Reject (Pocket 47-48) and End Bucket:** Check the history of the envelope in Relia-Vote Application ID Review.
 - a. Check what tray number it belongs to.
 - b. These envelopes can just be manually put into that tray in order by sequence.
 - c. If the barcode has been scanned and history shows that the envelope has not been seen, place envelope back on magazine with a blue separator card in front.

Sort (2nd) Pass VBM Envelopes with Issues for Machine Operator to Review. If they need to be ran, they must be run separately per issue.

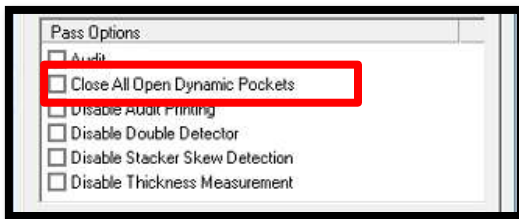
Pocket Numbers	Issues	Reason/Action
18	A. Reject/Out of Scheme	A. Verify history of AVID in Relia-Vote (left monitor)
	B. Barcode issues	B. Print AVID label and place it over barcode
19	Didn't Scan Tray Tag	<ol style="list-style-type: none"> 1. Stop machine 2. Notify Data Workflow to check in tray 3. Once Data Workflow has completed, continue
20	Manual Verify	Talk to supervisor
22	In review	<p>SigVer did not close Dims correctly or Data workflow chose the incorrect batch number in the Database.</p> <ol style="list-style-type: none"> 1. Stop the machine 2. Notify Data Workflow
23-24	Dynamic Overflow	<ol style="list-style-type: none"> 1. Double Check AVIDS to see if they were assigned to a tray. If assigned to tray place into their assigned tray. 2. Clear full pockets if not assigned to a tray 3. Run through machine, will go to pocket 19 4. Print tray tag 5. Check in tray 6. Run again with separator card
47, 48, and End Bucket	Hardware Reject, Bucket at the end	<ol style="list-style-type: none"> 1. Verify history of AVID in Relia-Vote (left monitor) 2. Place in proper tray or re-run as needed

Closing All Open Dynamic Pockets

1. Once all issues have been resolved, shout “Closing Pockets” to the team.
2. **Click** on the Stop button.



3. Press **O** to open the New Pass dialog box and click “**Close All Open Dynamic Pockets**”.
4. Press **OK** to print out Pocket Tray Tags for all trays.



5. Pull out and separate the pocket tray tags printed out.



6. Place the pocket tray tag ticket for each pocket in the tray tag holder located outside of the mail tray.



7. Verify the **first** and **last AV_ID#** identify on the tray tag match the ballot envelopes in the tray for every valid pocket. It is very important that both the **first** and **last** numbers match.
8. To print out tray tags, **gently** press and release the button next to the light for any given pocket.

Note: Be extra patient after gently pressing the button once. **DO NOT** turn off flashing lights until AV_ID#'s are properly identified to each pocket tray tags.



9. After the tray tags print out and AV_IDs are all correct, **gently** hold down the button next to the flashing light until it stops flashing. Repeat for each pocket.

Note: The light will also flash during a pass if a pocket becomes full. If that happens, gently press the button to print out a tray tag and then reset the pocket by gently holding down on the button next to the flashing light.

10. Once all lights are off, Team Members will shout "**Lights Out**" before Operator ends the pass.

11. **Tap** on End Pass.



Note: Make sure all the flashing red lights are reset.

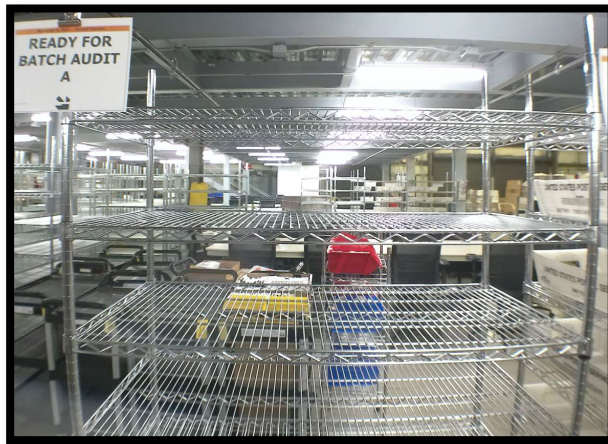
Ballot Sweepers

Sweeper Duties Set-Up

1. From the Machine Operators view, the **Left** side should have two designated sweepers and the right side should have one designated sweeper.

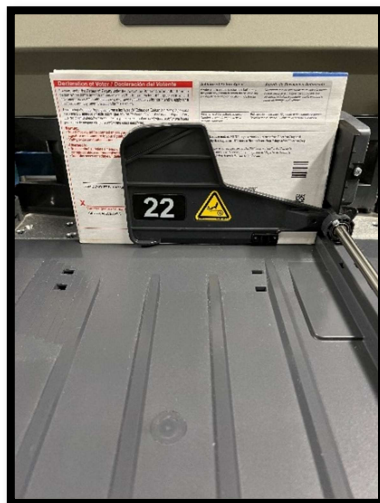
Note: Sweepers are to ensure there are no envelopes left from the previous sort pass.

2. Sweepers on **Left** side will need to have an empty Baker's rack with the "**Batch Letter**" sign associated with the pass.



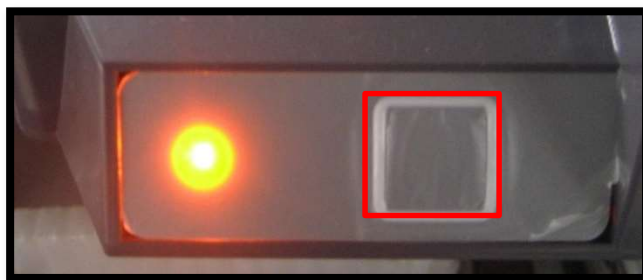
Valid – Left Side

1. The machine will slice open and sort the envelopes by precinct, sending them into their designated Pockets 25-46 (**Pockets 35-36 are closed for Overlapping issues**).
2. Sweepers will pick up the envelopes and place them upside down yellow facing forward from back to front in the empty trays below each pocket (**blue bar** facing down), ensuring they are kept in order.

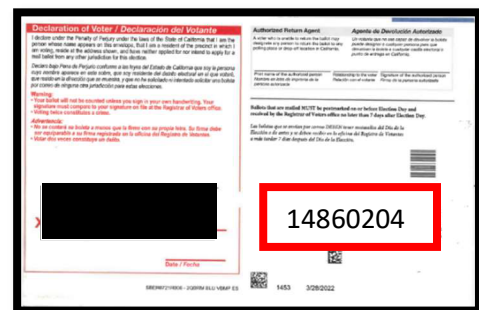
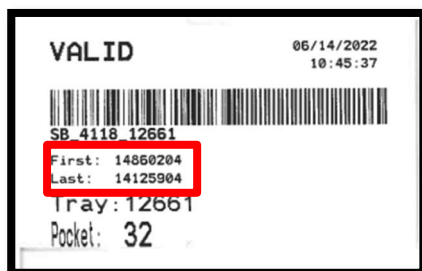


Note: Valid envelopes have been sliced open by the machine so they must be placed upside down in the mail tray to prevent the ballots inside from falling out. This is a very fast-paced process, and pockets **WILL** fill up fast. Sweepers must move quickly, ensuring envelopes are always placed correctly in the proper tray.

3. If a pocket becomes full, there will be a flashing red light and the machine operator will call out the pocket number. Empty all the envelopes in the pocket and place them in the appropriate mail tray. **Gently**, press the button in front of the pocket next to the blinking light.



4. After the release button has been pressed, a tray tag will print out from the closest printer to the right of the pockets.
5. The sweeper will take the pocket tray tag from the printer, verify the AV_ID number on the first and last envelope in the tray matches the first and last AV_ID numbers on the pocket tray tag.
6. The sweeper will then place the tray onto the rack marked **READY FOR BATCH AUDIT** with the letter that matches the Sort Pass Report. (If the AV_ID numbers do not match with the pocket tray tag let the machine operator know right away).



Note: The sort pass mail trays are placed in the baker's rack by pocket number.

Note: The light will also flash during a pass if a pocket becomes full, gently press the button to print out a tray tag and then reset the pocket by gently holding down on the button next to the flashing light.

7. Let Machine Operator know that lights are out and good to continue with running sort pass.
8. The machine operator will open the covers to verify the mail track to assure no envelopes fly off the track and never reach a pocket.

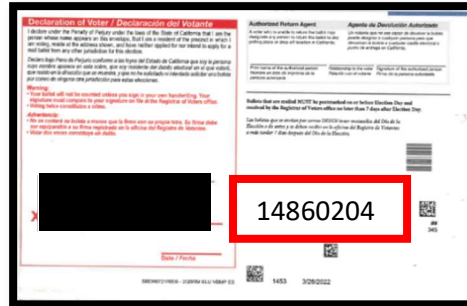
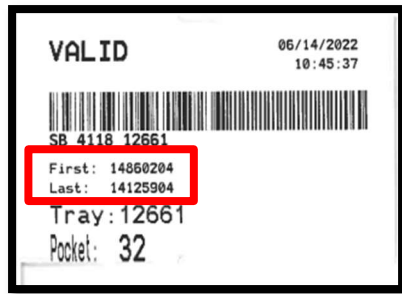
Note: The machine operator will shout “Closing Pockets” once everyone has indicated the “All Clear.”

Challenged – Right Side

1. Sweepers on **the Right** side will need to have a Baker's rack filled with empty pre-labeled challenged trays with a **"Ready for Batch Audit"** sign (with the letter that matches the Sort Pass Report) attached to the rack.



2. The machine will sort out the non-cut envelopes on the Challenged side for Pockets 1-16.
Note: Pocket 16 doesn't automatically print out ticket, gently push the button and place envelopes in pocket 16 with pocket tray tag.
3. Sweepers will pick up the envelopes and place them right side up yellow facing forward from back to front in the empty trays below each pocket, ensuring they are kept in order.
4. Sweepers need to verify the first and last V_ID numbers before placing the mail trays in the valid **READY FOR BATCH AUDIT** rack.



5. The printed pocket tray tags associated with the challenged envelopes need to be placed inside the mail trays.

Authorization

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