REGISTRAR OF VOTERS

Processing Overturned SUSPD Envelopes Using Bluecrest

PROCEDURE DOCUMENT – Version 3.1

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Contents

Scope

This procedure is to be used in the Ballot Department and is not applicable in any other departments. It was designed for the Machine Operator and Ballot Receiving and Sorting Lead and any other team members assigned to the task by the Machine Operator or a Supervisor. This procedure covers most known scenarios.

Purpose

The purpose of this procedure is to process overturned suspended (SUSPD) envelopes. Voters can request a replacement Vote-By-Mail (VBM) for various reasons. When they do so, we will have to suspend the original ballot and issue a new one to be mailed to the voter. Once a new VBM is received, we will determine which ballot will count and we un-suspend that ballot and send it to count. Suspends are ran differently than normal overturns.

This is the process where a 'Suspend' challenge code has been overturned, and now it must be re-run through the Bluecrest machine.

Supplies

- Mail Ballot Processing Database

- Barcode Scanner

- Black Sharpie

- Mail Tray with Overturned SUSPD VBM Envelopes in mail tray with marked tray tag

- Binder clips

Importing Overturned SUSPD Envelopes

Typically, VBM Envelopes must run through the (1st) Sort Pass to reach the Signature Verification area. However, the un-suspended VBM envelopes have already been run through the Bluecrest machine and assigned to a tray. Therefore, they must be run through the Rescan process to get them to the Signature Verification Team.

There is an assigned space for Overturned SUSPD when they are ready to be processed.

1. At the Bluecrest sorting machine, double tap the Firefox icon from the computer monitor on the left.

2. Log into the Bluecrest Management Console using your username and password.

Note: See your area supervisor or department manager if you have not been given this information.

3. Select **Relia-Vote.**

4. Select **Import**.

5. Select **Signature Verification**.
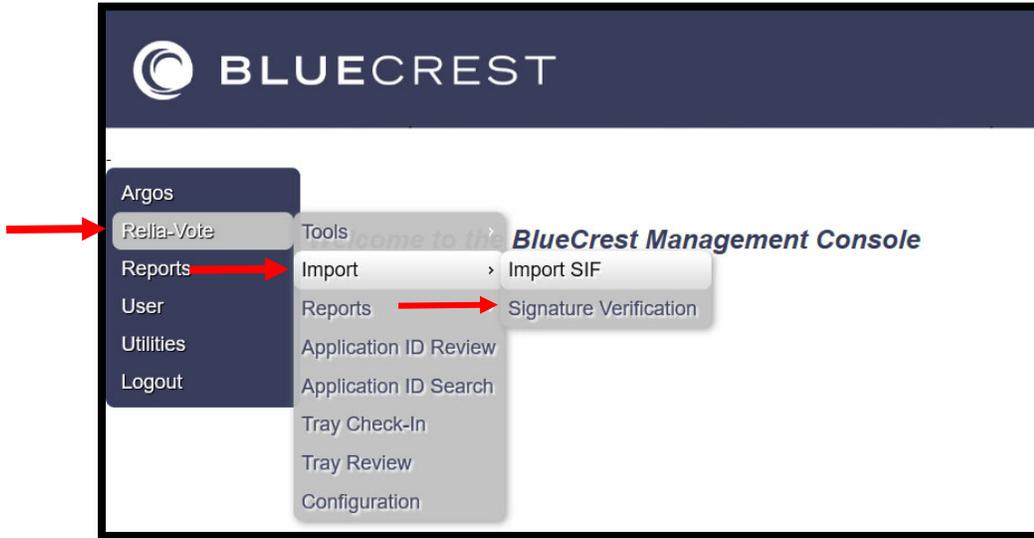
6. Select all files pertaining to the Overturned tray tags on the mail tray of envelopes.

7. Click **Import**.
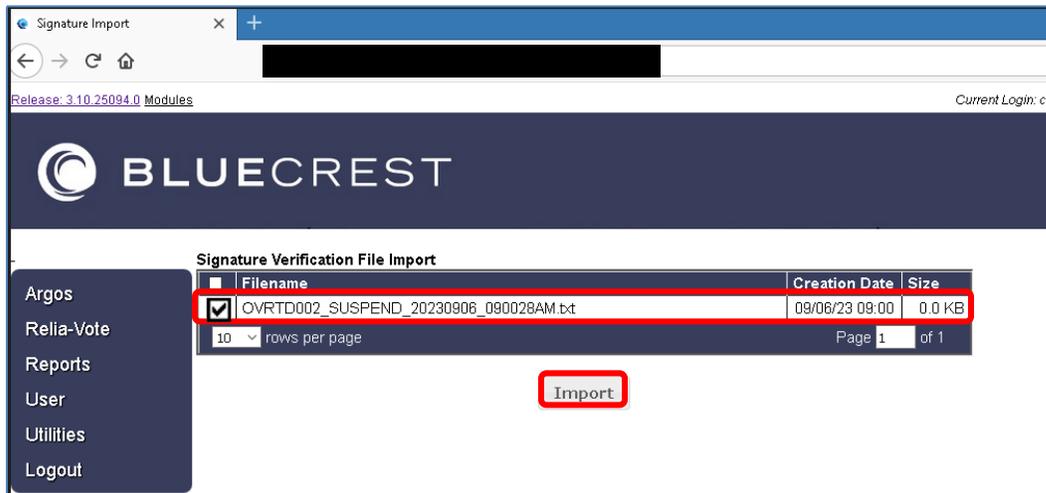
8. Place the Overturned: Valid tray tag in the <u>Recycled BC Pocket Tray Tags</u> mail tray.
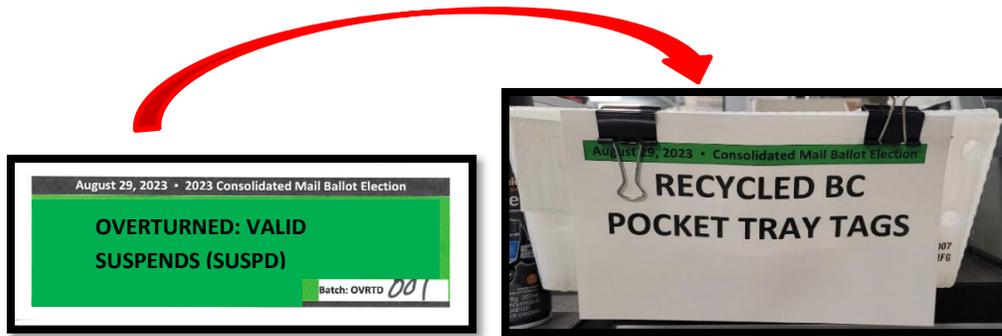
9. Tap on the Transport Control icon twice, from the computer on the right.

10. Wait a few seconds for the system to load, and to display the message as in the image below.
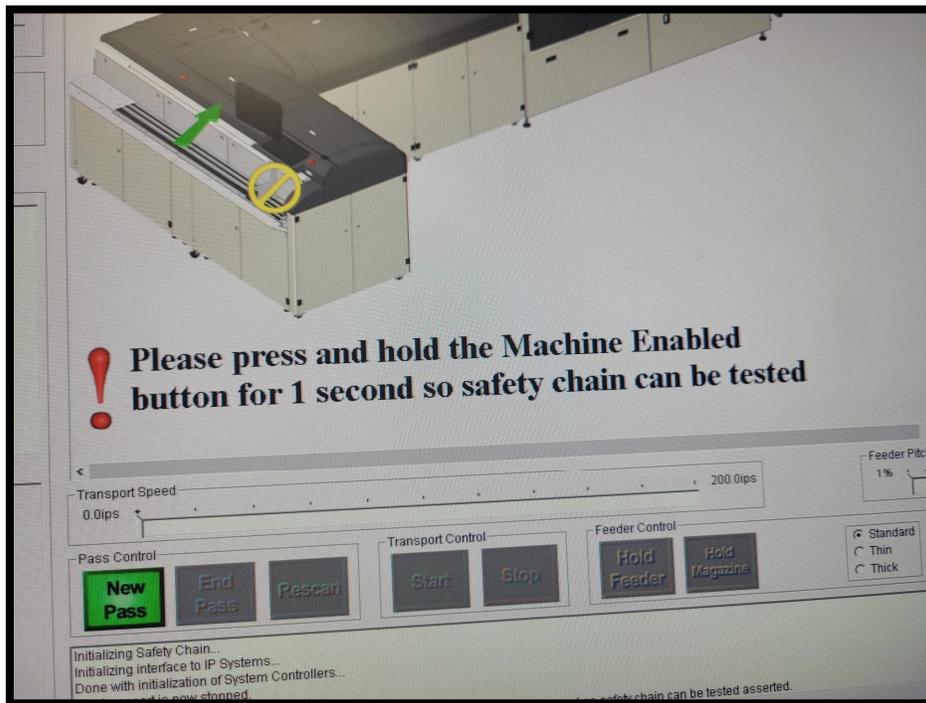
10. Press and hold the Machine Enabled Green button for 1 second (you should hear two clicks).

11. Tap the New Pass button.

12. Under *New Pass Type*, verify **Relia-Vote Incoming** is highlighted.

13. Under "Sort Scheme," select the **Incoming_Pass** related to the election date.

14. Press Ok.
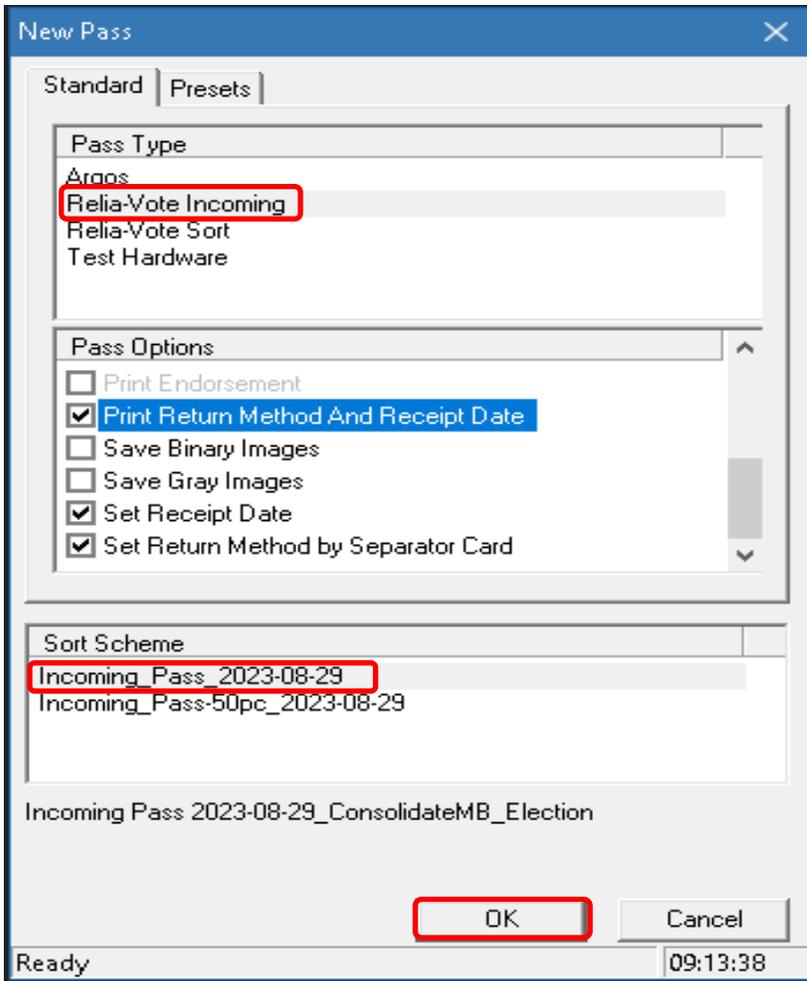
15. Select the **Return Date**.

16. Press **OK.**
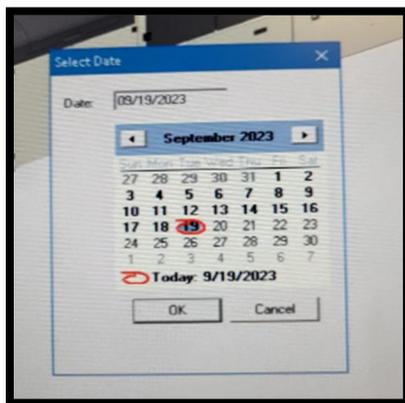
17. On the top left-hand corner of the monitor, verify with a second person that the information entered is correct.
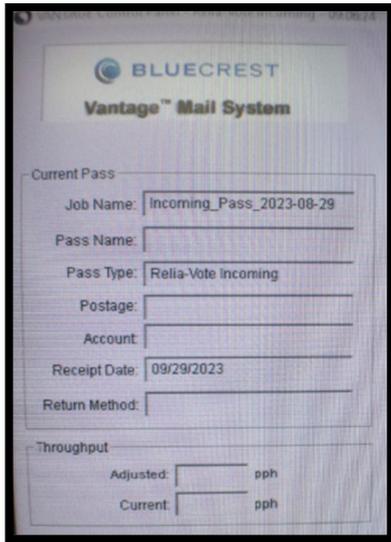
18. Select **OK** to start the Incoming Pass.

19. Tap on **ReScan**.
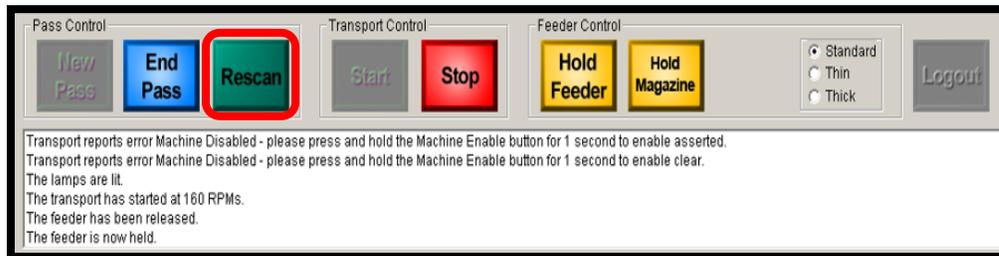
Note: The screen will appear turquoise. This means that the machine is in **ReScan** mode.

20. Press the letter **O** on the keyboard to open the dialog box and adjust the necessary Pass Options.

21. Check the following options…

    a.   Disable Double Detector

    b. Disable No Signature Detection

    c. Disable Over Under Measurements

    d. Disable Stacker Skew Detection
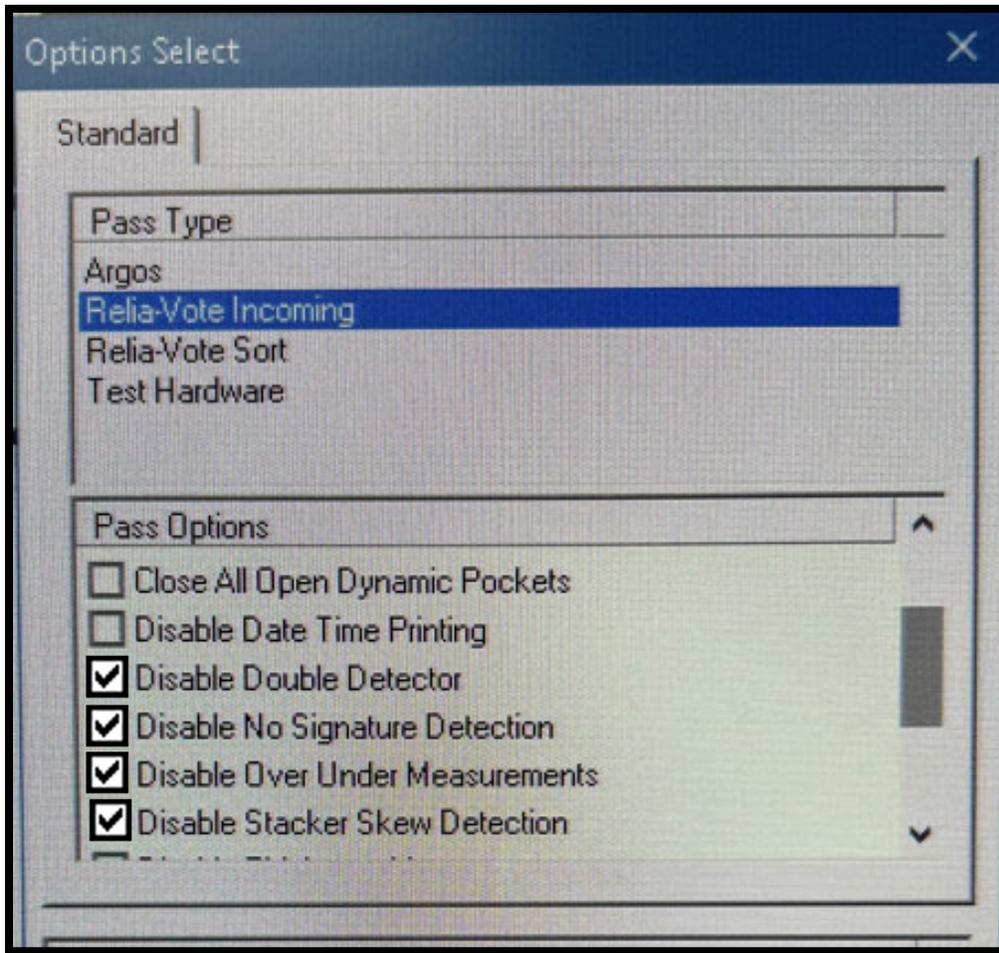
22. Press **OK.**

23. Press or tap the Hold Feeder and Hold Magazine buttons to prevent envelopes from running. through.

   Note: The Hold Feeder and Hold Magazine buttons should now be lit up, indicating that they are not active.

24. Press or tap the Start button.

25. Press or tap the Hold Feeder and Hold Magazine buttons.

26. Feed VBM envelopes from the overturn tray through the machine.

27. Once the tray of VBM envelopes is empty, press **STOP.**

Closing Pockets

1. Check with the sweepers to see if every VBM envelope has reached a valid pocket.

2. Once confirmed, Press the letter **O** on the keyboard.

3. Select **Close All Open Dynamic Pockets**.
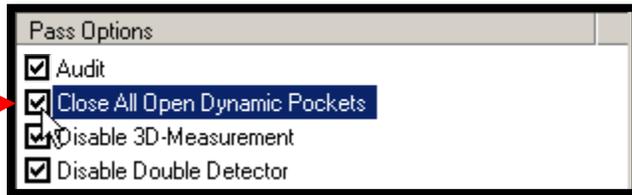
4. Press **OK**.

5. Wait for the sweepers reset the light on each pocket.

6. Sweepers must shout "Lights Out"

7. Tap or press End Pass.

Authorization

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