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2014 Election Official Certification Training
February 2014
Covered Items

- Voting System Testing
  - A brief overview of the certification process
  - Acceptance Test
  - County Internal Test
  - Public Test
  - Election Day Test
- Test Deck Creation
  - Tools needed
  - Different techniques
- Security
  - Security Seals
  - Ballot & Voting System Security Log
  - Chain of Custody log
- Inventory Management
Voting System Testing

A quick overview of certification and the counties' role in maintaining secure systems.
The Certification Process

- The U.S Election Assistance Commission (EAC) has the primary responsibility for assuring that voting system designs meet the applicable EAC guidelines.
  - An EAC certification is an official recognition that a voting system (in a specific configuration or configurations) has been tested to and has met an identified set of Federal Voting Standards.
    - Our current version of Unity meets the 2002 Voting System Standards (2002 VSS)
- If an application for certification is received, state officials are responsible for testing voting systems to ensure that they will support the specific requirements of each State.
  - The state will decide whether or not to issue certification.
    - Based on technical and non-technical issues.
  - A list of all certified systems can be found on our website.
A (very) brief overview of federal certification

Voting System Manufacturer → EAC → Voting System Testing Laboratory → Secretary of State
The Counties’ Role in the Process

If a county uses a voting system they are responsible for the following four tests:

• Acceptance Testing
• County Internal Testing
• Public Certification Testing
• Election Day Testing
Acceptance Testing

• This style of test should be performed any time a device leaves your control and is returned.
• For example:
  • When a machine is returned from getting repaired.
  • If the machine is borrowed from an organization for demonstration purposes.
• This test is important as it verifies the machine that you receive is identical to the equipment certified on the federal and state level.
• It is also necessary to test to ensure that the contractual requirements of the purchase.
• It is included as required testing in the EAC’s Voting System Testing and Certification Program Manual.
County Internal

• This test should be run as soon as you receive the ballots and the election media. It should be run on every machine.

• The benefits of running this test include:
  • It’s a dry run before your public test.
    • Ensures it is correct before the public test.
    • It helps get your office on board with what to expect during your public test.
  • It will allow you to discover any potential problems in your programming or with your ballots.
  • It should give you ample time to fix any errors prior to the election.
Public Testing

- The public test is done with a test deck prepared by the election administrator.
- It cannot be done more than 30 days before an election.
- Must post a public notice of the time, date and location of the testing.
- This test should be run on all machines, ballot styles, and backup equipment being used by the county.
- Once tested please fill out the Public Testing Certification form, which can be found on the SOS website.
- The Secretary of State’s office will request certification documentation on at least 10% of each system used in that calendar year.
Election Day Testing

- On Election Day 5% of each type of voting system must be randomly tested.
- Required to certify testing. Document can be found on the SOS Forms website, or at the back of the Uniform Ballot and Voting System Procedures Guide.
Testing Made EasÊ

- To make testing easier and more efficient, the Secretary of State created a series of checklists.
- These testing checklists were designed for each of the four previously mentioned tests and they were also designed for the type of system being tested.
- Use one checklist per machine.
  - If you are looking to test 10 AutoMARKS, you will need 10 copies of the checklist.
The checklists are broken down into four subsections:

- Physical Analysis
- Diagnostic Analysis
- Functional Analysis
- Security and Storage
Physical Analysis

• This test is used to verify that the device is not physically damaged. This test includes:
  • Inspection of the outer shell or case that contains the device.
  • Inspection of the latches and hinges on the outer shell or case.
  • Inspection of all doors and lock.
## Example: Physical Analysis

### Montana Election Equipment Public Test - Voter Assist Terminal (AutoMARK)

Public testing must not be performed more than 30 days before an election in which the system will be used. Public Testing must be done on systems that will be used during the election and on backup equipment. *Duplicate this form and use one form for each unit.*

**Voter Assist Terminal Information:** Model: ________________  Serial Number: ________________

<table>
<thead>
<tr>
<th>Physical Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
</tr>
<tr>
<td><strong>2</strong></td>
</tr>
<tr>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

### Montana Election Equipment Public Test - Ballot Tabulator(s)

Public Testing must not be performed more than 30 days before an election in which the system will be used. *Duplicate this form and use one form for each unit.*

**Ballot Tabulator Information:** Model: ________________  Serial Number: ________________

<table>
<thead>
<tr>
<th>Physical Analysis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
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<td><strong>2</strong></td>
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<tr>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>
Diagnostic Analysis

- This portion of the test is used to confirm that all of the mechanical and electronic components of the device are operating correctly. This test includes:
  - Checking to see if the correct version of the firmware is installed on the device.
  - Test of all input/output devices, such as card readers and printers.
  - Tests of touch-screen clarity and calibration
  - Tests of time, date selection
### Example: Diagnostic Analysis

#### VAT

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>□</td>
<td>Verify that the election definition media is installed, if not install, seal, and record seal number on seal log.</td>
</tr>
<tr>
<td>5</td>
<td>□</td>
<td>Turn the voter assist terminal on, and as it boots up verify that the correct firmware version is installed. <em>While the unit is booting up, the firmware version is displayed at the top of the screen (AutoMARK #.#).</em> Firmware Version: ____________________________</td>
</tr>
<tr>
<td>6</td>
<td>□</td>
<td>When the screen displays &quot;Insert Your Ballot,&quot; turn the mode switch key to the &quot;TEST&quot; position.</td>
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<tr>
<td>7</td>
<td>□</td>
<td>Print a test ballot and verify that the printer is operating correctly and clearly.</td>
</tr>
<tr>
<td>8</td>
<td>□</td>
<td>Verify the date and times are correct. Date: <strong><strong>/</strong></strong>/____ Time: <strong><strong>:</strong></strong> The date and time are located at the bottom of the test ballot and the top right corner of the &quot;TEST&quot; screen.</td>
</tr>
<tr>
<td>9</td>
<td>□</td>
<td>Verify the screen condition, clarity, and calibration (calibrate if necessary).</td>
</tr>
</tbody>
</table>

#### BALLOT TABULATOR

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>□</td>
<td>Install the election definition media an turn the mode switch key to &quot;OPEN/CLOSE Poll.&quot;</td>
</tr>
<tr>
<td>5</td>
<td>□</td>
<td>Use the &quot;Initial State Report&quot; to verify the date, time, and firmware version. Date: <strong><strong>/</strong></strong>/____ Time: <strong><strong>:</strong></strong> Firmware: ____________________________</td>
</tr>
<tr>
<td>6</td>
<td>□</td>
<td>Unplug the ballot scanner and verify that it will operate on battery power alone (N/A for Central Tabulators).</td>
</tr>
<tr>
<td>7</td>
<td>□</td>
<td>Verify that the battery charger will charge the battery (N/A for Central Tabulators).</td>
</tr>
</tbody>
</table>
Functional Analysis

• Tests connections for external devices, such as earphones and personal accessibility devices.
• Test of the ballot feed paths.
• This test consists of loading an election onto the device, casting or marking a known test set of ballots and then counting the votes and comparing the results with the known vote total.
  • Ensure the correct media is with the correct machine.
• This is the test that most people think about when they hear “Voting System Test.”
### Example: Functional Analysis

**Voter Assist Terminal (Public Test Portion)**

<table>
<thead>
<tr>
<th>Number</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Turn the mode switch key to the &quot;ON&quot; position.</td>
</tr>
<tr>
<td>11</td>
<td>Remove ballot stub and insert a ballot into the terminal.</td>
</tr>
<tr>
<td>12</td>
<td>Test all ballot marking options while making ballot selections (<em>touch screen, keypad, etc.</em>).</td>
</tr>
<tr>
<td>13</td>
<td>Test applicable access ports (<em>headphone jack, personal device ports, etc.</em>).</td>
</tr>
<tr>
<td>14</td>
<td>Cast and print votes for each candidate and ballot issue. <em>Be sure to test for blank ballots, overvotes, undervotes, and write-in votes.</em></td>
</tr>
<tr>
<td>15</td>
<td>Verify that the printer is accurately marking selections and operating correctly.</td>
</tr>
<tr>
<td>16</td>
<td>Using additional ballots, repeat steps 11 - 15 until each selection has been selected and printed. <em>Insert additional ballots in different orientations (face up and face down forwards and backwards).</em></td>
</tr>
<tr>
<td>17</td>
<td>Turn the mode switch key to the &quot;OFF&quot; position.</td>
</tr>
<tr>
<td>18</td>
<td>Complete and have witnesses sign the certification of AutoMARK testing form. Store printed test ballots with the certification of AutoMARK testing form.</td>
</tr>
</tbody>
</table>
Example: Functional Analysis

Ballot Tabulator (Public Test Portion)

<table>
<thead>
<tr>
<th>Functional Analysis</th>
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</thead>
<tbody>
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<td>8</td>
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<tr>
<td>9</td>
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<tr>
<td>10</td>
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<tr>
<td>11</td>
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<tr>
<td>12</td>
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<tr>
<td>13</td>
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<tr>
<td>14</td>
</tr>
<tr>
<td>15</td>
</tr>
<tr>
<td>16</td>
</tr>
</tbody>
</table>
Storage and Security

• This section is test dependent and covers sealing and verifying the security of the machine tested.
## Example: Storage & Security

### Voter Assist Terminal (Public Test Portion)

<table>
<thead>
<tr>
<th>Security and Storage</th>
</tr>
</thead>
<tbody>
<tr>
<td>19</td>
</tr>
<tr>
<td>☐ Store equipment in a secure location with access recorded and limited to authorized personnel only.</td>
</tr>
</tbody>
</table>

### Ballot Tabulator (Public Test Portion)

<table>
<thead>
<tr>
<th>Storage and Security</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
</tr>
<tr>
<td>☐ Ensure security seals are intact and match the seal numbers on seal log. Security Guidelines permit election definition media to be sealed in the terminal during transportation.</td>
</tr>
<tr>
<td>18</td>
</tr>
<tr>
<td>☐ Store in a secure location with access recorded and limited to authorized personnel only.</td>
</tr>
</tbody>
</table>
A few thoughts on the checklists:

- The checklists are test specific, so an Acceptance Test checklist is slightly different from an Election Day Test checklist.
- It’s recommended that your office maintains a copy of the test and the results of every test ever conducted on your equipment.
- These checklists can be found on our website in the forms section or in the Uniform Voting Systems Guide.
Test Decks

Ideas, recommendations and approaches
Don’t rely on the vendors test deck

• The test deck the vendor supplies has likely already been run through and tested before reaching your office.
• Running the test deck just verifies that the deck created by the vendor works on the vendor’s machines, with the vendor’s programming.
• The tests that you run on these machines are the only tests that will be done before an election to verify the programming is correct.
• The test deck is the only thing that protects the election results from an error in the programming.
Create your own test deck!

- Things you will need
  - Ballots
  - Media
  - Ballot Key
  - Time

<table>
<thead>
<tr>
<th>Race</th>
<th>Candidate</th>
<th>Votes Marked</th>
<th>Ballot 1</th>
<th>Ballot 2</th>
<th>Ballot 3</th>
<th>Ballot 4</th>
<th>Ballot 5</th>
<th>Ballot 6</th>
<th>Ballot 7</th>
<th>Ballot 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>JS President</td>
<td>Nate Brooks</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>JS President</td>
<td>Bob Fisher</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>JS President</td>
<td>Chet Huntley</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>JS President</td>
<td>Will James</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JS Representative</td>
<td>Epikopo King</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JS Representative</td>
<td>Loy Myrina</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>JS Senator</td>
<td>Dan Clark</td>
<td>2</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>JS Senator</td>
<td>Kevin Kerrigan</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>JS Senator</td>
<td>Jeanette Rankin</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Clerk of Supreme Court</td>
<td>Kyle Fisher</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Clerk of Supreme Court</td>
<td>Huck Seed</td>
<td>5</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>City Council</td>
<td>Adam Banister</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>City Council</td>
<td>Lester C. Turow</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Montana Secretary of State
Test Deck Basics

• Every ballot variation should be included in your test deck.
  • Every precinct
  • Each party in the primary
    • Each precinct will have at least two ballot variations (D/R)
    • 2014 could have a third primary ballot variation.
  • Each split (if applicable)
• The number of ballots in each test deck may vary from precinct to precinct, depending on number of contests and candidates.
A Test Deck Includes:

- One Blank Ballot
  - Ensures that the machine is not picking up any marks on the ballot at all.

- One completely blacked-out ballot (Minus the tracking marks and the designated marking locations).
  - This test verifies that the software is not reading marks in undesignated areas.
Also Include:

• Overvoted ballot.
• Undervoted ballot.
• At least one vote for each candidate or ballot issue, including write-ins.
• Different vote totals for each candidate/issue
  • This helps verify that the correct choice is getting the correct vote.
Test Folded Ballots

- It may also be wise to test a stack of folded ballots.
- Ensure the ballots are folded in the same manner as your absentee ballots.
- If you are testing a M650
  - Nest the ballots together
  - Single orientation w/corner cut in the upper right corner
  - Scan small stacks: 50-100 ballots
- If you are testing a DS850
  - Nest ballots together
  - You can run the ballots through any orientation
  - Start with small stacks: 100 ballots
Creating a Ballot Key

• A ballot key contains the predetermined vote total for each race.
• Should be one ballot key per precinct being tested.

Tip: To help organization, if you are using Excel, ensure that every sheet is titled with the precinct you are working with.

• The ballot key should be kept secret until you are ready to verify the results.
A Possible Testing Approach

• The key takeaways of this method should include:
  • Ensures that each choice receives one vote.
  • Each choice in the race receives a different verifiable total.
  • Filling out the ovals on the ballot is extremely easy as it follows a pattern.
Pattern Ballot Key/Test Deck

- Ballot #1 – Fill out the oval for the first candidate or ballot issue in every race.
- Ballot #2 – Fill out the oval for the second candidate or ballot issue in every race.
- Ballot #3 – Fill out the oval for the third candidate. If a race has less than three candidates or choices, skip this race.
- Ballot #4 – Fill out the oval for the fourth candidate. If a race has less than four candidates or choices, skip this race.
- Ballot #5 – Continue this pattern until every candidate in every race has one vote.
Pattern Ballot Key/Test Deck

- You should now have as many ballots as the race with the most candidates (including write-ins). Example Race #1, has 5 choices you should have 5 ballots.
The First Five Ballots

- At this point a sample ballot key would look like this.

<table>
<thead>
<tr>
<th>Candidate Names</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td>President</td>
</tr>
<tr>
<td>A: 1</td>
</tr>
<tr>
<td>B: 1</td>
</tr>
<tr>
<td>C: 1</td>
</tr>
<tr>
<td>D: 1</td>
</tr>
<tr>
<td>E: 1</td>
</tr>
<tr>
<td>U.S Senate</td>
</tr>
<tr>
<td>A: 1</td>
</tr>
<tr>
<td>B: 1</td>
</tr>
<tr>
<td>C: 1</td>
</tr>
<tr>
<td>U.S House</td>
</tr>
<tr>
<td>A: 1</td>
</tr>
<tr>
<td>B: 1</td>
</tr>
<tr>
<td>C: 1</td>
</tr>
<tr>
<td>D: 1</td>
</tr>
<tr>
<td>Ballot Issue</td>
</tr>
<tr>
<td>Y: 1</td>
</tr>
<tr>
<td>N: 1</td>
</tr>
</tbody>
</table>

The top row contains the ballot numbers.

Notice what happens if a race does not have a second/third/etc choice.
The First Five Ballots

Notice that ballot 1 contains votes for the candidate/ballot issue in ballot position 1, same goes for ballot 2 and so on.
The Next Four Ballots

- To ensure that every choice in the race has a different vote total, you would want to take the race with the most choices (5 in our example) and give one choice that many ballot votes. (In our example we gave candidate E, 5 votes.)

Note: That no other race has five choices so no votes are given on this ballot.
The Next Three Ballots

- Repeat the process for the next choice.

<table>
<thead>
<tr>
<th>President</th>
<th>B1</th>
<th>B2</th>
<th>B3</th>
<th>B4</th>
<th>B5</th>
<th>B6</th>
<th>B7</th>
<th>B8</th>
<th>B9</th>
<th>B10</th>
<th>B11</th>
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<td>A</td>
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<table>
<thead>
<tr>
<th>U.S House</th>
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<td>B</td>
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</table>
The Next Two...

• ...and the next choice
And The Last Ballot

- And on the last choice

<table>
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<tr>
<th>President</th>
<th>B1</th>
<th>B2</th>
<th>B3</th>
<th>B4</th>
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</table>

| U.S Senate |     |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| A          | 1  |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| B          |    | 1  |    |    |    |    |    |    |    |     |     |     |     |     |     |
| C          |    |    | 1  |    |    |    |    |    |    |     |     |     |     |     |     |

| U.S House  |     |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| A          | 1  |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| B          |    | 1  |    |    |    |    |    |    |    |     |     |     |     |     |     |
| C          |    |    | 1  |    |    |    |    |    |    |     |     |     |     |     |     |
| D          |    |    |    | 1  |    |    |    |    |    |     |     |     |     |     |     |

| Ballot Issue | Y  |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| Y           | 1  |    |    |    |    |    |    |    |    |     |     |     |     |     |     |
| N           |    | 1  |    |    |    |    |    |    |    |     |     |     |     |     |     |
And The Final Product

- The sample test key is complete.

Every Oval is tested.

Each candidate receives a different # of votes.
Final Thoughts On This Process

• This approach ensures that each oval on the ballot gets tested.
• Makes it easier to verify that the vote is getting associated to the correct choice.
• Easy to create a test deck and ballot creators will not suffer from fatigue.
• This is a sample of one precinct in the total test deck.
Final Thoughts on this Process

• Does not require an excessive amount of ballots.
  • 3 candidate max race = 6 ballots
  • 4 candidate max race = 10 ballots
  • 5 candidate max race = 15 ballots
  • 6 candidate max race = 21 ballots
  • 7 candidate max race = 28 ballots
  • 8 candidate max race = 36 ballots
  • **Note:** This total does not include ballots for other tests you may want to conduct (overvotes, blank ballots, marginal mark, etc). This is only an example of one precinct.
  • Our checklists recommend at least 25 ballots in a test deck.
Just remember...

• This is just **one** possible method for creating a test deck and it is **not** foolproof.
  • Testing the programming of your media can be a very difficult task.

• Not all counties are the same and an alternative method may be better suited.
  • Counties with precinct tabulators may not prefer to have this many undervotes.
  • You may want to test more ballots.
  • You may have a different method set up for determining your ballot key.
  • You may have a race that is multi-vote.
Test like you might find a problem.

- Voting Systems can be very hard to test. The system has many decision points that it makes over the course of a ballot.
  - If you think of something else that you want to test for, do it.
  - The best way to avoid a potential issue on election day is to test for it while you have the opportunity to fix it.
  - If you would like to read more on ballot testing recommendations, read the paper called “Guidelines for Creating Test Ballots” by Josh Washburn
Security Seals

Where they go & why they are important
Where do they go?

- The AutoMARK – 2 Security Seals
  - Election Media Door
  - Across case halves
  - Do not put seal on ADA Port!
Where do they go?

Precinct Tabulators

- The M100 3 Security Seals
  - Access Slots, 2 seals
  - Printer/Key access, 1 seal

- The M100 Ballot Box – 3 Security Seals
  - Ballot Doors, 2 Seals
  - Accessory Bin, 1 seal
Where do they go?

Precinct Tabulators

- DS200 – 2 Security Seals
  - USB/Power door
  - Across the case halves

- DS200 – Ballot Box
  - Ballot box doors, 2 seals
  - Accessory bin, 1 seal
Where do they go?

Central Count Tabulators

- Model 650 – 2 Security Seals
  - Across the media drives
  - Across the rear door
- Model DS850 – 6 Security Seals
  - Right hand side of the machine, while facing it, one seal on each USB door. 3 Seals total.
  - Left hand side of the machine, while facing it, one seal on door holding power cords.
  - One seal on the back door of the machine
  - One seal located on the back of the machine on the top panel.
Where do they go?

**Election Management Software**

- The computer you use for Election Management software will differ from county to county, so the number of seals will vary.
- Ensure that you are securing USB ports and drives.
- **Verify** that the machine is not connected to either the Internet or the Network.
Why are they important?

- Security Seals are tamper-proof and are numbered for easy tracking.
- They ensure that the machines have not been tampered with. This includes:
  - All Media Ports (USB, PMcia, Compact Flash, Zip, etc)
  - On/Off switches
  - Other points of access:
    - Doors
    - Areas that someone could remove the housing
- They are also important for non machine security as well, including:
  - Ballots and Ballot Boxes
  - Backup Equipment
NOW THAT THE MACHINES ARE SEALED, WHAT DO WE DO?
Implement a Voting System Storage Access log.

- This log helps track who is coming and going into the area where you keep your voting systems.
- It has a location for the date, the time in and time out as well as the reason for accessing the area.

- You can find a copy of this form on our website or in the back of the Uniform Ballot and Voting System Procedures Guide.
Ballot and Voting System Security Logs
## Security Seal Log (Top)

### Part 1: (to be completed by election administrator)- Materials prepared at election office to be delivered to the polling place

<table>
<thead>
<tr>
<th>AutoMARK Serial #</th>
<th>Flashcard Door Seal #</th>
<th>Side of Unit Seal #</th>
<th>Other:</th>
<th>Other:</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM000000000021</td>
<td>000000000001</td>
<td>000000000002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M100 / DS200 Serial #</td>
<td>Key/Printer Door Seal #</td>
<td>Media Access Seal #</td>
<td>Access Panel Seal #</td>
<td>Ballot Box Seal #</td>
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<tr>
<td>M10000000001</td>
<td>000000000003</td>
<td>000000000004</td>
<td>000000000005</td>
<td>000000000006</td>
</tr>
<tr>
<td>M650 / DS850 Serial #</td>
<td>Media Drive Seal #</td>
<td>Access Door seal #</td>
<td>USB Door 2 #</td>
<td>USB Door 3 #</td>
</tr>
</tbody>
</table>

Verified by:  
**Election Administrator Signature** 11/12/13  
Election Administrator (Date/Time) and one other official

### Part 2: (to be completed by chief election judge or polling place manager before the polls open)

<table>
<thead>
<tr>
<th>AutoMARK Serial #</th>
<th>Flashcard Door Seal #</th>
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<tr>
<td>M100 / DS200 Serial #</td>
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<td>Media Access Seal #</td>
<td>Access Panel Seal #</td>
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<td>Media Drive Seal #</td>
<td>Access Door seal #</td>
<td>USB Door 2 #</td>
<td>USB Door 3 #</td>
</tr>
</tbody>
</table>

Before Polls Open – Seals verified by:  
**Chief Election Judge** 11/2/13  
Polling Place Manager or Chief Election Judge (Date/Time)  
**John Doe**  
Election Judge
### Security Seal Log (bottom)

**Part 3:** (to be completed by chief election judge or polling place manager after polls close)

<table>
<thead>
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<tr>
<td>M100/DS200 Serial #</td>
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<td>Access Panel Seal #</td>
<td>Ballot Box Seal #</td>
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</tbody>
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After Polls Closed – Seals verified by:

*Chief Election Judge 11/12/13*  
Polling Place Manager or Chief Election Judge (Date/Time)  
Election Judge

**Part 4:** (to be completed by election administrator or upon return to the election office)

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<tr>
<td>M650/DS850 Serial #</td>
<td>Media Drive Seal #</td>
<td>Access Door seal #</td>
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<td>USB Door 3 #</td>
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</tbody>
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Upon Return to Election Office Seals Verified by:

*Election Administrator Signature 11/12/13*  
Election Administrator (Date/Time)  
*Jane Doe*  
and one other official
<table>
<thead>
<tr>
<th>Removed Seal</th>
<th>Machine Type Machine Number</th>
<th>Machine Seal Location</th>
<th>Seal Number Removed/Placed</th>
<th>Reason Removed</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
</table>
| ![00000000003](image) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
□ Key panel | 0000000008 | Removed to close polls | 11. 12. 13 | JD |
| (place removed seal here) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
□ ________ | ─────────── | ─────────── | ─────────── | ─────────── |
| (place removed seal here) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
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| (place removed seal here) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
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| (place removed seal here) | ☐ AutoMARK  
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☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
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| (place removed seal here) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
□ ________ | ─────────── | ─────────── | ─────────── | ─────────── |
| (place removed seal here) | ☐ AutoMARK  
☐ M100  
☐ M650  
☐ DS200  
☐ DS850 | □ Media Card  
☐ Access Panel  
□ ________ | ─────────── | ─────────── | ─────────── | ─────────── |
Benefits of the logs.

• The log keeps track of every step the machine takes from the time it was sealed up until the time it gets returned after the election.
• Ensures the machine has not been tampered with.
• If you notice a discrepancy on these logs, contact your Election Administrator.
• If you need more security seals, please contact the SOS elections office at soselections@mt.gov or 406.444.7911
Ballot Chain-of-Custody & Security Seal Log

- SOS has also designed a chain-of-custody & security seal log for ballots and media.
- This form is similar in form and function to the previously demo’d log, but contains information specific to ballots and media.
- You can find a sample of this form in the back of the Uniform Ballot and Voting Systems Procedures Guide or you can download additional copies from our website in the forms section.
- This form will automatically print out two copies of the Chain of Custody form.
  - The second copy will be used for counties that do early pick up of ballots. So one log can stay at the polls, and the second can accompany the early pickup.
Ballots, Media and Other Items Chain of Custody & Security Seal Log

This form is for security and tracking ballots and media.

**Part 1:** (to be completed by election administrator) - Materials prepared at election office to be delivered to the polling place

- **County:**
- **Precinct:**
- **Polling Place:**
- **Election Date:**

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2nd Seal #</th>
<th>3rd Seal # (if needed)</th>
<th>4th Seal # (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

- **Media/Other Seal #:**

- **verified before transport to polls by:**
- **Election Administrator (Date/Time):**
- **and one other official:**

**Part 2:** (to be completed by chief election judge or polling place manager before the polls open)

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<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2nd Seal #</th>
<th>3rd Seal # (if needed)</th>
<th>4th Seal # (if needed)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

- **Media/Other Seal #:**

- **Before Polls Open – Seals verified by:**
- **Polling Place Manager or Chief Election Judge (Date/Time):**
- **Election Judge:**

**Part 3:** (to be completed by chief election judge or polling place manager when preparing ballots/media to be sent back to election office)

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2nd Seal #</th>
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<th>4th Seal # (if needed)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

- **Media/Other Seal #:**

- **After Polls Closed – Seals verified by:**
- **Polling Place Manager or Chief Election Judge (Date/Time):**
- **Election Judge:**

**Part 4:** (to be completed by election administrator upon return to county)

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2nd Seal #</th>
<th>3rd Seal # (if needed)</th>
<th>4th Seal # (if needed)</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

- **Media/Other Seal #:**

- **Upon Return to Election Office Seals Verified by:**
- **Election Administrator (Date/Time):**
- **and one other official:**

See next page for seal removal/replacement log
Close up.

### Ballots, Media and Other Items Chain of Custody & Security Seal Log

This form is for security and tracking ballots and media.

**Part 1:** (to be completed by election administrator) - Materials prepared at election office to be delivered to the polling place

<table>
<thead>
<tr>
<th>County:</th>
<th>Precinct:</th>
<th>Polling Place:</th>
<th>Election Date:</th>
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</thead>
<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Media/Other Seal #</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

Verified before transport to polls by:

<table>
<thead>
<tr>
<th>Election Administrator</th>
<th>(Date/Time)</th>
<th>and one other official</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Part 2:** (to be completed by chief election judge or polling place manager before the polls open)

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2nd Seal #</th>
<th>3rd Seal # (if needed)</th>
<th>4th Seal # (if needed)</th>
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</thead>
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<table>
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<tr>
<th>Media/Other Seal #</th>
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</thead>
<tbody>
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</table>

Before Polls Open – Seals verified by:

<table>
<thead>
<tr>
<th>Polling Place Manager or Chief Election Judge</th>
<th>(Date/Time)</th>
<th>Election Judge</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
**Bottom portion of the log**

---

**Part 3:** (to be completed by chief election judge or polling place manager when preparing ballots/media to be sent back to election office) NOTE: IF EARLY PICKUP OF BALLOTS, THIS FORM ACCOMPANIES BALLOTS TO COUNTING LOCATION; AND A SECOND FORM REMAINS WITH BALLOT CONTAINER TO BE COMPLETED FOR FINAL TRANSPORT.

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Seal #</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Seal # (if needed)</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Seal # (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Media/Other Seal #**

---

**After Polls Closed – Seals verified by:**

---

**Polling Place Manager or Chief Election Judge (Date/Time)  Election Judge**

---

**Part 4:** (to be completed by election administrator upon return to county)

<table>
<thead>
<tr>
<th>Ballot Container Seal #</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Seal #</th>
<th>3&lt;sup&gt;rd&lt;/sup&gt; Seal # (if needed)</th>
<th>4&lt;sup&gt;th&lt;/sup&gt; Seal # (if needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Media/Other Seal #**

---

**Upon Return to Election Office Seals Verified by:**

---

**Election Administrator (Date/Time)  and one other official**
<table>
<thead>
<tr>
<th>Removed Seal</th>
<th>Sealed Object</th>
<th>Seal Location</th>
<th>Seal Number Removed/Placed</th>
<th>Reason Removed</th>
<th>Date</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>(place removed seal here)</td>
<td>☐ Ballots ☐ Media ☐ Other</td>
<td>☐ Storage Box ☐ Envelope ☐ Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(place removed seal here)</td>
<td>☐ Ballots ☐ Media ☐ Other</td>
<td>☐ Storage Box ☐ Envelope ☐ Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(place removed seal here)</td>
<td>☐ Ballots ☐ Media ☐ Other</td>
<td>☐ Storage Box ☐ Envelope ☐ Other</td>
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<td>(place removed seal here)</td>
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<td>☐ Storage Box ☐ Envelope ☐ Other</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
When you are done with the election...

• And you go to store your voting systems, it is recommended that you keep the machines sealed and maintain a log.
• You will need the log and fresh seals when routine maintenance is performed on your machine.
  • Always be in the room when maintenance is being done on your machines.
• Keeping the machines sealed is a good way to ensure that the machines were not tampered with between elections.
• Utilize the Voting Systems Access Log
Voting System Inventory Log

- The EAC conducted an audit in 2009 that recommended that the State implement an inventory control for electronic voting equipment.
- In February of 2010 the Secretary of State designed a log to comply with the audit requirement and sent it to all counties to verify and update.
- This log is not necessarily meant to replace your existing inventory control mechanism, but we need to receive standardized data to make it easier to compile and work with.
What information is needed?

- The following fields are on the log:
  - Description of the property.
    - AutoMARK, M100, DS850, etc.
  - Serial Number of the property.
  - Source of the property
  - Titleholder of property.
    - Usually your county name.
  - Date of acquisition.
    - In the AutoMARKS case it was 5/1/2006 for all counties.
  - Property cost.
    - Total Value of purchase
  - Percentage of Federal Participation in the cost of the property (if any).
  - Location of property.
    - Election Day and Storage
  - Use and Condition of the property.
  - Disposition data and sale price of the property (if applicable).
Sample Inventory Log

Voting System Inventory Log

<table>
<thead>
<tr>
<th>County</th>
<th>Model</th>
<th>Status</th>
<th>SerialNumber</th>
<th>Storage Location</th>
<th>Election Day Location</th>
<th>Condition</th>
<th>Current HMA</th>
<th>HMA Exp Date</th>
<th>Title Holder</th>
<th>Acquisition Date</th>
<th>Cost</th>
<th>Federal Share</th>
<th>State Share</th>
<th>County Share</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td>AutoMARK</td>
<td>In Use</td>
<td>EX101</td>
<td>County Cthouse</td>
<td>Precinct 1</td>
<td>fair</td>
<td>Silver</td>
<td>12/1/2013</td>
<td>CountyName</td>
<td>5/1/2006</td>
<td>$5,576.14</td>
<td>100%</td>
<td>0%</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>

If you would like a copy of your most up-to-date inventory on file, please contact the SOS
Take away: Testing

- The test deck is the only thing that protects the election results from an error in the programming.
  - Make sure you design and create a test deck and ballot key to verify the election programming.
  - Don’t rely on the vendors test deck.
  - Maintain testing information on each machine.
  - Use SOS created checklists to assist in machine testing.
  - Ensure that each choice gets at least one vote.
  - Each choice should have a different total # of votes.
- Test Folded Ballots.
  - Ensure that these ballots are folded in the same way as your absentee ballots.
- Test overvotes/undervotes
Take away: Chain of Custody

- The Chain of Custody Log is the best way to document security information as the machines/ballots move from the Election Office to the polls and back.
  - This log ensures that every step of the process is tracked.
  - The Security Seal Log ensures that when seals are removed, the whys, whos, whats, wheres are all tracked.
  - The SOS office has created a tracking log for ballots/media and for voting systems.
Take away: Security

- Maintaining proper security procedures helps reduce risk of tampering to machines.
  - Utilize the Voting System Storage Access log.
    - Helps track access to the location where voting systems are stored.
  - Ensure machines are sealed at all times.
  - Always have a healthy supply of security seals on hand.
  - Ensure voting systems are stored in a secure location.
Some Closing Thoughts

- The Secretary of State’s office has updated the Uniform Ballot and Voting System Procedures Guide.
  - Each County will receive a copy. It is also available on the forms section of the SOS website.
- This guide has all the information covered here, and more.
- Some other useful information in this guide include:
  - Trouble shooting guides for each machine.
  - The SOS would recommend that each poll worker should have access to a copy of these trouble shooting guides so they can do basic troubleshooting, if need be.
  - Contact numbers of the SOS office, as well as ES&S support.
  - Equipment set-up.
  - A copy of all the logs mentioned in this presentation.
Any Questions?