

# *2016 Montana Election Administrator Certification Training*



# VOTING EQUIPMENT BEST PRACTICES

Montana Secretary of State  
[sosmt.gov](http://sosmt.gov) • [soselections@mt.gov](mailto:soselections@mt.gov)

# Legal Definitions

- **13-1-101, MCA**
  - (53) "Voting system" or "system" means any machine, device, technology, or equipment used to automatically **record, tabulate, or process the vote** of an elector cast on a paper ballot.
- **Title 13, Chapter 17, MCA**
  - Voting Systems
  - Part 1. General Provisions
  - Part 2. Preparation for Use of Systems
- **Administrative Rule of MT, Chapter 44.3, Subchapter 17**
  - Voting Machines and Devices
  - ARM 44.3.1713 Uniform Procedures for Using Voting Systems

# Topics

- **Pre-Election**
  - Inventory
  - Ballot Handling
  - Testing
- **Election Day**
  - Testing
  - Chain of Custody
  - Troubleshooting
- **Post-Election**
  - Storage and Security
  - Maintenance

# Pre-Election: Inventory

- The 2009 EAC audit of the Montana Secretary of State recommended the implementation of inventory controls for electronic voting equipment.
- A log was created in order to comply with the EAC recommendation.
- This log is not meant to replace your existing inventory controls, but the SOS needs to receive standardized data for compilation.

# Voting System Inventory Log

<u>County</u>	<u>Model</u>	<u>Status</u>	<u>Serial Number</u>	<u>Storage Location</u>	<u>Election Day Location</u>	<u>Condition</u>	<u>Current HMA</u>	<u>HMA Exp Date</u>	<u>Title Holder</u>	<u>Acquisition Date</u>	<u>Cost</u>	<u>Federal Share</u>	<u>State Share</u>	<u>County Share</u>	<u>Notes</u>
<i>Example</i>	<i>AutoMARK</i>	<i>In Use</i>	<i>EX101</i>	<i>County Courthouse</i>	<i>Precinct 1</i>	<i>fair</i>	<i>Silver</i>	<i>12/1/2013</i>	<i>County Name</i>	<i>5/1/2006</i>	<i>\$ 5,576.14</i>	<i>100%</i>	<i>0%</i>	<i>0%</i>	

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

# Inventory Log Info

- The following fields are on the log:
  - **Model type**
    - AutoMARK, M100, DS850, etc
  - **Status**
    - “In Use” or “Not In Use”
  - **Serial number of the property**
  - Storage & Election Day Locations
  - Condition of the property
  - **Current maintenance plan and expiration date**
  - Titleholder of property
  - **Date of acquisition**
  - **Property cost**
  - Percentage of Federal or State share in the cost of the property (if any)
  - Notes
    - Disposition data and sale price of the property (if applicable)

# Pre-Election: Ballot Handling

- From the time that the ballots and memory cards are received, they should be sealed with numbered security seals and stored in a locked storage location that is not generally accessible.
- A Chain-of-Custody log should be used to record all the times that the voting equipment and supplies are accessed and the reasons.
- An access log should be maintained of all persons having access to that storage location and show the names, dates, times, and purposes for all persons having access to that storage location.

# Pre-Election: Testing

- **Three types of pre-election tests**
  - Acceptance Testing
  - County/Internal Testing
  - Public Testing
- **Election Day Testing**
  - We'll cover this under election day procedures.

# Legal Requirements

## **13-17-212 MCA. Performance testing and certification of voting systems prior to election.**

- No more than 30 days prior to an election in which a voting system is used, the election administrator shall publicly test and certify that the system is performing properly.
- The Secretary of State shall ensure that at least 10% of each type of voting system **in the state** has been randomly tested and certified.
  - This requires the completion of the Certification of Public Test form.

# Acceptance Testing

- This type 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 by 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 included as required testing in the EAC's Voting System Testing and Certification Program Manual.

# County/Internal Testing

- 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.



# Certification of Public Testing

- The following testing procedures are required for voting systems certified for use in Montana pursuant to Montana Code Annotated and Administrative Rule: No More than 30 days prior to an election in which a voting system is used, the election administrator shall test and certify that the system is performing properly. 13-17-212(1), MCA
- The Secretary of State's office shall ensure that at least 10% of all voting systems in the state have been tested and certified at least once every calendar year. 13-17-212(2), MCA
- Testing and certification of voting systems must include an Election Day test of 5% of voting systems, a minimum of one per county to validate the accuracy of voted paper ballots with the voting system results.

## Instructions

- Complete one form for each type of voting system used in the election
- Fill in Election Administrator's name and County
- Include the number of machines tested and the number that will be used in the election:
- Select Machine that was tested
- Choose date from date dropdown
- Election Administrator and at least one witness must sign certification.
- Print and file in County Election Office and with the Secretary of State.

I, \_\_\_\_\_, Election Administrator for the County of \_\_\_\_\_, State of Montana, hereby certify that I have, **in the presence of at least one witness**, tested the programming of # of machines tested out of # of machines to be used in this election for the county's Model Name/Number, according to Montana law, administrative rules and testing guidelines, and found the system is performing properly.

Signed on this date: mm/dd/yyyy

\_\_\_\_\_  
Signature of Election Administrator

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness (if present)

# Testing Made Easy

- 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.

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

An acceptance test should be performed any time a device leaves your control and is returned. Example: If a device is sent out for repair and returned or if a device is loaned to a group or organization for demonstration purposes and returned, you should complete an acceptance test upon its return to your possession. Acceptance tests are conducted on individual devices such as ballot tabulators, voter assist terminals, and election management software, etc.

**Ballot Tabulator Information:** Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

### Physical Analysis

- |   |                          |  |
|---|--------------------------|--|
| 1 | <input type="checkbox"/> | Examine unit for cracks, dents, and structural deficiencies.<br>(Case, cover, latches, hinges, wheels, stand, power cord and plug) |
| 2 | <input type="checkbox"/> | Verify that there is paper in the printer and it is properly installed.  |

### Diagnostic Analysis

- |   |                          |  |
|---|--------------------------|--|
| 3 | <input type="checkbox"/> | Install the test election definition media card and turn the mode switch key to the appropriate setting.                                     |
| 4 | <input type="checkbox"/> | Use the "Initial State Report" to verify the date, time, and firmware version.<br>Date: ____ / ____ / ____ Time: ____ : ____ Firmware: _____ |
| 5 | <input type="checkbox"/> | Unplug the ballot scanner and verify that it will operate on battery power alone (N/A for Central Tabulators).                               |
| 6 | <input type="checkbox"/> | Verify that the battery charger will charge the battery (N/A for Central Tabulators).  |

### Functional Analysis

- |    |                          |   |
|----|--------------------------|---|
| 7  | <input type="checkbox"/> | Use the menu options to open the polls and if prompted, clear election day totals.                            |
| 8  | <input type="checkbox"/> | When prompted, turn the mode switch key to the appropriate vote setting.                                      |
| 9  | <input type="checkbox"/> | Verify the Zero Total Report printed correctly.   |
| 10 | <input type="checkbox"/> | Use the test set of ballots to process a significant number of ballots ( <i>at least 25</i> ) on the scanner. |
| 11 | <input type="checkbox"/> | Turn the mode switch key to "OPEN/CLOSE POLL" and select "Close Polls" menu option.                           |
| 12 | <input type="checkbox"/> | Verify the vote counts printed on the Status Report are correct.  |
| 13 | <input type="checkbox"/> | Zero totals.  |
| 14 | <input type="checkbox"/> | Turn the mode switch key to "OFF" and remove test election definition media.                                  |

### Security and Storage

- |    |                          |  |
|----|--------------------------|--|
| 15 | <input type="checkbox"/> | Apply security seals and record seal numbers on the seal log according to Security Guidelines.<br><i>At a minimum, seals must be placed on the media and service panel doors.</i>                |
| 16 | <input type="checkbox"/> | Record unit on county property record according to the Common Rule information requirements. <i>The Secretary of State must be notified about any changes to the county equipment inventory.</i> |
| 17 | <input type="checkbox"/> | Store in a secure location with access recorded and limited to authorized personnel only.  |

# Testing Made Easy (Cont.)

- 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 locks.

# 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 and date selection.

# Functional Analysis

- Test 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.
  - Functional Analysis is the test that most people think about when they hear “Voting System Test.”

# Testing 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 Deck – Vendor Supplied

- 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, so we recommend creating your own.

# Create Your Own Test Deck

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

# Test Deck Basics

- Every ballot variation should be included in your test deck.
  - Every precinct
  - Each party in the primary
  - 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.

# Test Decks Basics (Cont.)

- Blank Ballot
  - *Ensures that the machine is not picking up any marks on the ballot at all.*
- Overvoted ballot
- Undervoted ballot
- Marginal Mark ballot
  - *This verifies that the software is not reading marks in undesignated areas.*
- 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 number of votes.*

# Test Folded Ballots

- 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 with tracking, 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 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 (Cont.)

- You should now have as many ballots as the race with the most candidates (including write-ins).
- Example: If Race #1 has 5 choices, and this is the race with the most choices, you should have 5 ballots.

# The First Five Ballots

Separate columns for separate ballots

Candidate Names

President	B1	B2	B3	B4	B5
A	1				
B		1			
C			1		
D				1	
E					1
U.S Senate					
A	1				
B		1			
C			1		
U.S House					
A	1				
B		1			
C			1		
D				1	
Ballot Issue					
Y	1				
N		1			

The top row contains the ballot numbers.

The Ballot Marking Process

Notice what happens if a race does not have a second, third, etc choice.

# The First Five Ballots (Cont.)

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

President	B1	B2	B3	B4	B5
A	1				
B		1			
C			1		
D				1	
E					1
U.S Senate					
A	1				
B		1			
C			1		
U.S House					
A	1				
B		1			
C			1		
D				1	
Ballot Issue					
Y	1				
N		1			

# 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 (five in our example) and give one choice that many ballot votes. In our example we gave candidate E five votes.

President	B1	B2	B3	B4	B5	B6	B7	B8	B9
A	1								
B		1							
C			1						
D				1					
E					1	1	1	1	1

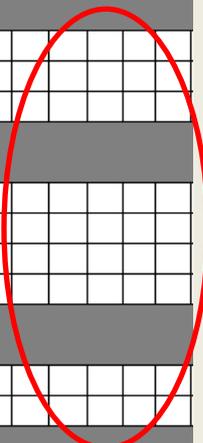
U.S Senate	B1	B2	B3	B4	B5	B6	B7	B8	B9
A	1								
B		1							
C			1						

U.S House	B1	B2	B3	B4	B5	B6	B7	B8	B9
A	1								
B		1							
C			1						
D				1					

Ballot Issue	B1	B2	B3	B4	B5	B6	B7	B8	B9
Y	1								
N		1							



**Note:** No other race has five choices, so no votes are given on this ballot. These are identifiable as undervotes.

# The Next Three Ballots

- Repeat the process for the next choice...



President	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12
A	1											
B		1										
C			1									
D				1						1	1	1
E					1	1	1	1	1			
<b>U.S Senate</b>												
A	1											
B		1										
C			1									
<b>U.S House</b>												
A	1											
B		1										
C			1									
D				1						1	1	1
<b>Ballot Issue</b>												
Y	1											
N		1										




# The Next Two Ballots

- ...and the next choice...



President	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14
A	1													
B		1												
C			1										1	1
D				1						1	1	1		
E					1	1	1	1	1					

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

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

Ballot Issue														
Y	1													
N		1												



# And the Last Ballot

- And on the last choice...

President	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14	B15
A	1														
B		1													1
C			1										1	1	
D				1						1	1	1			
E					1	1	1	1	1						

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

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

Ballot Issue															
Y	1														
N		1													1

# The Final Product

- The sample test deck key is complete.

Every Oval is tested.

President	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14	B15	Total
A	1															1
B		1													1	2
C			1										1	1		3
D				1						1	1	1				4
E					1	1	1	1	1							5

U.S Senate																	
A	1																1
B		1														1	2
C			1										1	1			3

U.S House																	
A	1																1
B		1														1	2
C			1										1	1			3
D				1						1	1	1					4

Ballot Issue																	
Y	1																1
N		1														1	2



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 will reduce fatigue by those who mark the test ballots.
- The preceding was a sample of one precinct in the total test deck.

# Final Thoughts on This Process (Cont.)

- 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.
  - SOS 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
    - [https://wei.sos.wa.gov/agency/osos/en/press\\_and\\_research/VotingSystems/Assure/2009/documents/other/guidelinesforcreatingtestballots%20with%202009.1.26%20email.pdf](https://wei.sos.wa.gov/agency/osos/en/press_and_research/VotingSystems/Assure/2009/documents/other/guidelinesforcreatingtestballots%20with%202009.1.26%20email.pdf)

# Election Day: Testing

- Don't forget – one last test
- 5% of all systems
- Even if total inventory is less than 20, must test at least one
- Complete certification form



# Certification of Election Day Testing

The following testing procedures are required for voting systems certified for use in Montana pursuant to Montana Code Annotated and Administrative Rule: No More than 30 days prior to an election in which a voting system is used, the election administrator shall test and certify that the system is performing properly. 13-17-212(1), MCA

The Secretary of State's office shall ensure that at least 10% of all voting systems in the state have been tested and certified at least once every calendar year. 13-17-212(2), MCA

Testing and certification of voting systems must include an Election Day test of 5% of voting systems, a minimum of one per county to validate the accuracy of voted paper ballots with the voting system results.

- **Instructions**

- Fill in Election Administrator's name and County
- Select Machine that was tested
- Choose date from date dropdown
- Election administrator and at least one witness must sign certification.
- Print and file in County Election Office and with the Secretary of State upon request

I, \_\_\_\_\_, Election Administrator for the County of \_\_\_\_\_, State of Montana, hereby certify that on election day I have, in the presence of at least one witness, tested the programming of at least 5% of the county's Model Name/Number, being used in the election, including backups on election, according to Montana law, administrative rules and testing guidelines, and validated the accuracy of voted paper ballots with the voting system results.

Signed on this date: mm/dd/yyyy

\_\_\_\_\_  
Signature of Election Administrator

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Witness (if present)

\_\_\_\_\_  
Signature of Witness (if present)

\_\_\_\_\_  
Signature of Witness (if present)

# Election Day: Chain-of-Custody

- At the conclusion of the pre-election testing, the memory card(s) should be sealed in each machine with a numbered security seal. The security seal number should be recorded on the Chain-of-Custody log.
- Once the Chain-of-Custody log is complete, a copy will need to be transported to the polling place for the poll judges to verify the seals are intact in order to ensure the security of the machine.

# Chain-of-Custody (Top)

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

County: County A Precinct: 1 Polling Place: Courthouse Election Date: 11-8-16

AutoMARK Serial # <u>AM0000000021</u>	Flashcard Door Seal # <u>00000000001</u>	Side of Unit Seal # <u>00000000002</u>	Other:	Other:	
M100 /DS200 Serial # <u>M1000000001</u>	Key/Printer Door Seal # <u>00000000003</u>	Media Access Seal # <u>00000000004</u>	Access Panel Seal # <u>00000000005</u>	Ballot Box Seal # <u>00000000006</u>	Other:
M650/DS850 Serial #	Media Drive Seal #	Access Door seal #	USB Door 2 #	USB Door 3 #	Power Door #

Verified by:  
Election Administrator Signature 11/8/16

Jane Doe

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)

AutoMARK Serial # <u>AM0000000021</u>	Flashcard Door Seal # <u>00000000001</u>	Side of Unit Seal # <u>00000000002</u>	Other:	Other:	
M100 /DS200 Serial # <u>M1000000001</u>	Key/Printer Door Seal # <u>00000000003</u>	Media Access Seal # <u>00000000004</u>	Access Panel Seal # <u>00000000005</u>	Ballot Box Seal # <u>00000000006</u>	Other:
M650/DS850 Serial #	Media Drive Seal #	Access Door seal #	USB Door 2 #	USB Door 3 #	Power Door #

Before Polls Open – Seals verified by:  
Chief Election Judge Signature 11/8/16

John Doe

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

Election Judge

# Chain-of-Custody (Bottom)

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

AutoMARK Serial #	Flashcard Door Seal #	Side of Unit Seal #	Other:	Other:	
M100 /DS200 Serial # <i>AM0000000021</i>	Key/Printer Door Seal # <i>00000000001</i>	Media Access Seal # <i>00000000002</i>	Access Panel Seal #	Ballot Box Seal #	Other:
<i>M1000000001</i>	<i>00000000008</i>	<i>00000000004</i>	<i>00000000005</i>	<i>00000000006</i>	
M650/DS850 Serial #	Media Drive Seal #	Access Door seal #	USB Door 2 #	USB Door 3 #	Power Door #

After Polls Closed – Seals verified by:

*Chief Election Judge Signature 11/8/16*

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

*John Doe*

Election Judge

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

AutoMARK Serial #	Flashcard Door Seal #	Side of Unit Seal #	Other:	Other:	
<i>AM0000000021</i>	<i>00000000001</i>	<i>00000000002</i>			
M100 /DS200 Serial # <i>M1000000001</i>	Key/Printer Door Seal # <i>00000000008</i>	Media Access Seal # <i>00000000004</i>	Access Panel Seal # <i>00000000005</i>	Ballot Box Seal # <i>00000000006</i>	Other:
M650/DS850 Serial #	Media Drive Seal #	Access Door seal #	USB Door 2 #	USB Door 3 #	Power Door #

Upon Return to Election Office Seals Verified by:

*Election Administrator Signature 11/8/16*

Election Administrator (Date/Time)

*Jane Doe*

and one other official

Removed Seal	Machine Type Machine Number	Machine Seal Location	Seal Number Removed/Placed	Reason Removed	Date	Initials
	<input type="checkbox"/> AutoMARK <input checked="" type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input checked="" type="checkbox"/> <i>Key panel</i> <input type="checkbox"/> _____	<u>000000008</u>	<i>Removed to close polls</i>	11. 12. 13	JD
(place removed seal here)	<input type="checkbox"/> AutoMARK <input type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input type="checkbox"/> _____ <input type="checkbox"/> _____	-----			
(place removed seal here)	<input type="checkbox"/> AutoMARK <input type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input type="checkbox"/> _____ <input type="checkbox"/> _____	-----			
(place removed seal here)	<input type="checkbox"/> AutoMARK <input type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input type="checkbox"/> _____ <input type="checkbox"/> _____	-----			
(place removed seal here)	<input type="checkbox"/> AutoMARK <input type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input type="checkbox"/> _____ <input type="checkbox"/> _____	-----			
(place removed seal here)	<input type="checkbox"/> AutoMARK <input type="checkbox"/> M100 <input type="checkbox"/> M650 <input type="checkbox"/> DS200 <input type="checkbox"/> DS850	<input type="checkbox"/> Media Card <input type="checkbox"/> Access Panel <input type="checkbox"/> _____ <input type="checkbox"/> _____	-----			

# Benefits of the Log

- 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](mailto:soselections@mt.gov) or 406.444.7911

# Chain-of-Custody & Seal Log: Ballots & Media

- 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.

# Ballot Chain-of-Custody



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

*Chain of Custody on front, Security Seal Log on the reverse side.*

This is a sample of the form required for security and tracking purposes for ballots and media. Form accompanies ballots and/or media anytime they are accessed or transported, and is updated anytime a seal is removed/replaced. Counties must modify the form to fit their specific election day processes.

### Part 1: Apply Initial Seals at election office. To be completed by election administrator.

County: \_\_\_\_\_ Precinct: \_\_\_\_\_ Polling Place: \_\_\_\_\_ Election Date: \_\_\_\_\_



Ballot Container Seal # (should match Seal # on Ballot Certification Report)	Media/Other Seal #

The undersigned hereby verify that ballot containers and any media containers contain the seal number(s) listed above for transport to the polling place.

\_\_\_\_\_ Election Administrator (Date/Time)

\_\_\_\_\_ and one other official (Date/Time)

### Part 2: Verify seals from Part 1, remove, and replace as necessary. To be completed by chief election judge or polling place manager at polling place before the polls open.

Ballot Container Seal # (should match Seal # in Part 1)	Media/Other Seal # (should be same Seal # as Part 1)

The undersigned hereby verify that the ballot containers and any media containers contain the seal number(s) listed above upon receipt at the polling place, and contain the seal number(s) of any seals removed and new seals applied

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

\_\_\_\_\_ Election Judge (Date/Time)

# Ballot Chain-of-Custody

**Part 3: Verify seals from Part 2, remove, and replace for transport. To be completed by chief election judge or polling place manager when preparing ballots/media to be sent back to election office or to counting center.**

**NOTE: IF EARLY PICKUP OF BALLOTS, THIS FORM MUST ACCOMPANY BALLOTS TO COUNTING LOCATION; AND A SECOND FORM REMAINS WITH SEALED BALLOT CONTAINER TO BE COMPLETED FOR THE NEXT OR FINAL TRANSPORT.**

Ballot Container Seal #		Media/Other Seal #	

The undersigned hereby verify that the ballot containers and any media containers contain the new seal number(s) listed above after being sealed up after pick-up of ballots, if applicable.

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

\_\_\_\_\_  
Election Judge (Date/time)

**Part 4: Verify Seals from Part 3, remove and replace for counting and at end of counting. To be completed by election administrator upon receipt at the election office or counting center.**

Ballot Container Seal #		Media/Other Seal #	2 <sup>nd</sup> Seal # (if needed)

The undersigned hereby verify that the ballot containers and any media containers contain the seal number(s) listed above upon receipt from the polling place.

\_\_\_\_\_  
Election Administrator (Date/Time)

\_\_\_\_\_  
and one other official (Date/Time)

See next page for seal removal/replacement log.

**Security Seal Log – Page 2 of Chain of Custody & Security Seal Log**

Election: \_\_\_\_\_ Precinct \_\_\_\_\_ Polling Place: \_\_\_\_\_

Removed Seal	Sealed Object	Seal Location	Seal Number Removed/Placed	Reason Removed	Date	Initials
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				
(place removed seal here)	<input type="checkbox"/> Ballots <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Storage Box <input type="checkbox"/> Envelope <input type="checkbox"/> Other				

# 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 both ballots/media and for voting systems.

# Election Day: Troubleshooting

- Consult vendor manuals for **central count tabulators**.
- Refer to UVSG or Election Judge Handbook for troubleshooting guides for **precinct tabulators**.
- Contact vendor support
  - **ES&S Customer Service**
  - (877) 377-8683
  - **Jake Johnson, Montana Customer Service Manager**
  - Mobile: (308) 379-3365

# Post-Election: Storage & Security

- The secure ballot, election materials, and voting equipment storage location shall have the following characteristics:
  - The location shall remain locked at all times.
  - Access to such location shall be exclusively controlled by the County Election Administrator.
  - Access shall only be granted to such location for the purpose of machine programming, maintenance, testing or set-up.
  - An election official must be present during any machine programming, maintenance, testing or set-up.

# Post-Election: Storage & Security (Cont.)

- When non-staff individuals enter the secure storage areas, log the date, the entry and exit times, and the purpose of their visit.
- Control and monitor access to the voting system computer(s) at all times. Consider securing this computer in a controlled access room and keep a log of everyone who accesses the system along with the date and reason. Always require two-person integrity controls when accessing the voting system computer.

# Post-Election: Maintenance

- Control the access of vendor personnel to your systems until you are absolutely certain that any change, upgrade, or maintenance that they intend to perform has already been scheduled and approved by the Secretary of State.
- It is essential that the vendor, or any non-election office staff, never be allowed access to the voting system without a member of the election office staff present.
- A non-vendor consultant working under contract should be monitored as closely as vendor personnel.

# Post-Election: Maintenance (Cont.)

- County election administrators should contact their voting system manufacturer to ensure their voting equipment maintenance agreements are current and sufficient for the voting equipment in general.
- Many voting system components contain batteries. Develop an understanding of the expected life of the batteries and have a plan in place to manage battery replacement before election day. Contact the voting system vendor for assistance developing this schedule.

# QUESTIONS?