Scanning Unit Training

Presented by

Howard County Board of Elections

Scanning Units Lesson Objectives

- General information

- Chief Judges responsibilities for Scanning Unit(s) prior to 7 AM Election morning

- Explaining what Voting Unit Judges will be doing while at the Scanning Unit

- Election supplies necessary

- Completion of required paperwork and packing up of unit

Scanning Units – General Information

- The Scanning Unit, or DS200, is where Ballots or BACs are cast by each voter.

- The Unit can run on battery but notify BOE of power outage immediately.

  - There is always an emergency ballot bin to hold ballots.

- Public Count which will show how many ballots have been cast, and the Protected Count will show the number of ballots cast in the unit's lifetime (Ex: Mileage).

- VACs will be collected and deposited in the Orange VAC bag hanging on the side of the Unit.

  - One VAC equals one ballot cast at the unit.

- If a jam occurs, notify your Chief Judge immediately; they have a key to open and fix the issue.

- There must always be a judge by each scanning unit no matter what.

- No Provisional Voters can cast their ballot here.

Scanning Units – Chief Judges Opening Processes

1. Verify all seals
    - Right, Left, 3 Red locks and serial number on back of unit.
2. Open emergency slot to make sure it is empty.
    - Make sure it is locked back up after checking.
3. Open the blue ballot bin and put back in unit lifting flaps so ballot can fall into bin from scanning unit.
4. Unlock and open the scanning unit lid.
5. Verify the back tamper tape.
6. Unlock and open screen, verify tamper tape and wait for unit to load.
7. Enter election code
    - The configuration report will print
    - Open Polls
    - Zero report will print, this will take some time complete other tasks while waiting.
    - Tape one zero report to wall next to unit and staple second zero report to integrity report.
8. Verify election information.
    - Go to voting mode.

Scanning Unit Opening Integrity Report

Scanning Unit Opening Integrity Report
2020 Presidential Primary Election

tate of Maryland

Date: 6/2/2020

County: Howard

Dist/Prct: EV-02   EDVC2 - The Bain Center-GREAT ROOMS 1 & 2

Combined District/Precinct(s): NONE

1. Reattach ALL locks to their original location after opening and closing.
2. Attach the Zero Report and Configuration Report from each Scanning Unit to this report.
3. Post second Zero Report from each Scanning Unit for public viewing.
4. Complete ALL grey areas.

Remember: If any tamper tape or seal is removed from the scanning unit during voting hours, attach the removed tamper tape or seal to the Tamper Tape/Security Seal Removal Report and explain why the tamper tape or seal was removed.

Scanning Unit #	A. Main Ballot Box Lock #		B. Reattached Main Ballot Box Lock #		C. Emergency Ballot Compartment		D. Reattached Emergency Ballot Compartment Lock #		E. Left Case Seal # (DO NOT REMOVE)		F. Right Case Seal # (DO NOT REMOVE)	
	Verify	√	Verify	√	Verify	√	Verify	√	Verify	√	Verify	√
1	2345		2345		2034		2034		B000758		B000757	
2	2699		2699		2221		2221		B000760		B000759	

Verify ALL seal and lock #'s for each unit by placing a check mark in gray box

Scanning Unit #	G. Scanning Unit Lid Lock #		H. Scanning Unit Serial #		I. Rear Access Door Tamper Tape # (DO NOT REMOVE)		J. Front Access Door Tamper Tape # (DO NOT REMOVE)		K. Public Count		L. Protected Count	
	Verify	√	Verify	√	Verify	√	Verify	√	Verify	√	Verify	√
1	2280		DS0315320331		14-077679		14-078674		0		32807	
2	5104		DS0315321194		14-077678		14-078673		0		32785	

Verify the Protected Count for each unit

Verify the Public Count equals 0 for each unit.

To the best of our knowledge, the information on this report is true and accurate.

Assisting Judges: _____

_____
Republican Chief Judge

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_____
Democratic Chief Judge

Revised 2/11/19

Election Supplies Needed for Voting Unit

Ensure the following supplies are stationed with judges by scanning unit(s):

- A bin to put used privacy sleeves into to be cleaned.
- The orange Voter Authority Card (VAC) bag attached to the side of the unit.
- Green apron
- Voters will already have "I Voted" stickers and a pen in their baggies handed to them at the beginning of the voting process
- Paper clips.
    - Throughout the day make sure the VACs are being put into stacks of 25 and paperclip them together. (This makes the process of closing a lot easier)

Scanning Units During Voting Hours – The Process

- Politely ask for the voters VAC located in the clear pouch on their privacy sleeve.

- Ask them to remove their ballot from the privacy sleeve and insert into the scanning unit.

  - The ballot will be accepted forwards, backwards and upside down

- Inform voter of the "Thank You For Voting Screen" with the American flag in the background, make sure they look for it.

- You can listen and hear the ballot drop into the bin as an indicator the ballot has been cast.

- Once the ballot has been cast take the privacy sleeve and place into bin to be cleaned.

- Place VAC in Orange VAC bag only after voter has cast their ballot

- When things are slow bundle VACs in 25s with one paper clip.

- Do not look at the screen and stand back to the side of the unit to insure voter privacy.

Scanning Units During Voting Hours – The Process Continued

- If there seems to be an issue, kindly ask, "May I take a look at the screen to assist you."

- Inserting a Blank ballot, a message will appear. The voter has two options "Return" or "Cast Ballot."

- If someone does not want to vote a particular contest which is an undervote, the ballot will be cast without a problem.

- Overvoting a contest, a message will appear with that contest. The voter has two options "Return" or "Cast Ballot."

  - Returning the ballot - the voter will need to spoil their ballot and receive a new one.
  - Casting the ballot - only the overvoted contest(s) will not be counted.

- Blue Ballot Bins can hold up to 1600 ballots. If the Public Count gets near that, notify Chief Judge who will notify the BOE and a new bin will be brought out.

Scanning Units – Chief Judges Closing Processes

- Remove tamper tape and open side compartment, press the "close polls" button, "close polls" on screen.
  - Wait for voting results to print out. Once complete tape one on wall and staple one in binder.
- Once the results are finished printing press "Finished turn off."
  - Wait for screen to COMPLETELY turn off. (No lights are on at all)
  - Pull stick
  - Close screen
  - Lock
  - Pull lid down
  - Lock lid
- Pull blue ballot bin.
  - Take Spoiled ballot envelope from ballot issuance and place inside bin.
  - Seal the blue ballot bin with the red tags and lock it.
  - Close unit door lock it and re-seal it with red lock.
- Orange VAC bag
  - Zip closed
  - Seal with the yellow seal provided

Scanning Unit Closing Integrity Report

Scanning Unit Closing Integrity Report
2020 Presidential Primary Election

State of Maryland

County: Howard

Date:**6/2/2020**

Dist/Prct: EV-02 EDVC2 - The Bain Center-GREAT ROOMS 1 & 2
Combined District/Precinct(s):NONE

- [ ] Reattach ALL locks removed during closing activities to their original location. Place removed tampertape on back of this report.
- [ ] Remove ballot transfer bin from each scanning unit for delivery to HCBOE. Place spoiled ballot envelope within bin before sealing.
- [ ] Place white ballot divider boxes containing unvoted ballots within main ballot compartment of each scanning unit(s). Reattach lock.
- [ ] Complete all gray areas.

[✓]

Scanning Unit #	A. Removed Emergency Ballot Comp. Lock #		B. Reattached Emergency Ballot Comp. Lock #		C. Removed Main Ballot Box Lock #		D. Reattached Main Ballot Box Lock #		E. Public Count	F. Protected Count	G. Number of VACs
	Verify	√	Verify	√	Verify	√	Verify	√	Record	Record	Record
1	2034		2034		2345		2345				
2	2221		2221		2699		2699				

Scanning Unit #	H. REMOVED Memory Stick Serial #		I. Reattached Scanning Unit Lid Lock #		J. Rear Access Door Tamper Tape # (Do Not Remove)		K. Removed Front Access Door Tamper Tape #		Front/Back Seals Applied to Ballot Transfer Bin(s). Seal #'s recorded on Ballot Bin Transportation	
	Verify	√	Verify	√	Verify	√	Verify	√	Verify	√
1	AA04012700036017		2280		14-077679		14-078674		YES	
2	AA04012700035854		5104		14-077678		14-078673		YES	

To the best of my knowledge, the information on this page is true and accurate.

Assisting Judges:_____

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Republican Chief Judge

Democratic Chief Judge   Revised 2/11/19

Record final Public Count, Protected Count and VAC Count for each unit.

Verify ALL seal and lock #'s for each unit by placing a check mark in the gray boxes.

After scanning unit(s) have been shut down, remove memory stick from each unit and verify the serial number.