

D10

[Wake TSI Counting Floor Policies]



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Counting Floor Policies

All activity on the counting floor will be videotaped 24 hours a day from the receipt of the ballots until all materials have been returned to the custody of Maricopa County. Such videotaping shall include 24-hour video monitoring of all entrances and exits, as well as activity at the counting tables. The counting floor video will be live streaming to the world.

We must take great care to protect the ballots and return them in the same condition we receive them. In order to protect the ballots, the following rules will be enforced: anywhere ballots are being processed.

- No food or beverages
- No white paper
- No black pens or markers
- No blue pens or markers
- No personal items

All movement with ballots, cutting of seals, application of seals, and similar actions will be appropriately documented and logged, as well as captured under video to be sure the custody of ballots is maintained at all times. Access to the counting area will be restricted to authorized and credentialed individuals who have passed a comprehensive background check, with mandatory security searches and in/out logs whenever entering or exiting the counting area.

Items Permitted on Counting Tables

- Tally Sheets
- Red Pens
- Green Pens
- Magnifying Rulers
- Pod Colored Paper
- Clock
- Printer
- Computer
- Blank USB Drives
- Calculators as supplied by Cyber Ninjas
- Scanners
- Microscopes
- Light systems



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Counting

- A ballot will be placed on the turntable. The turntable will rotate to display the ballot to each of the 3 counters. The counters at no time will touch or remove a ballot from the turntable.
- Each counter will place a single line (tally) in the Ballot column indicating that 1 ballot has been viewed.
- Counters will view the paper ballot and place a single line in the column that corresponds to the candidate selected.
- An image of the ballot will be displayed on the monitor above the counter's desk area that can be used to view a larger version but must be confirmed on the paper ballot.
- All tally marks will be made in the same row as that ballot number. After 5 ballots, the tally marks will be made in the next column down on the page.
- Only scanners and table managers shall handle ballots at any time.
-

Totaling Tally Sheet

- After 50 ballots have been counted, counters will subtotal all columns prior to receiving additional ballots.
- After 100 ballots have been tallied, the counters will add the totals of all columns and write the final number of tallies in the totals box for the corresponding candidate.
- The Table Manager will compare the totals on the tally sheets from all three counters.
- If the counter totals match, the tally sheets will be signed and completed
- If 2 of the 3 counter totals match, the discrepancy will be noted and the tally sheets will be signed and completed.
- If none of the totals match, the table manager will direct the reconciliation process but identifying which group of 5 ballots includes the discrepancy.
- A recount of the 5 ballots will be completed using the counting process outlined above.

Tally Sheet Guidelines

- Write and Tally in Green ink and correct in Red ink. An exception to this where green paper is being used the opposite will apply.
- Be sure to fill out the form details completely.
- Be sure to print legibly.
- Write your initials clearly.
- Voided tally sheets and completed tally sheets must be sent to aggregation table with separate custody forms, they are aggregated in different ways and need to be separated.
- **NEVER** rip up voided sheets.



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- Treat the tally sheets like a **legal document**.
- Make corrections with a single slash, **DO NOT scribble or X** out tally corrections.
- Explain your correction in the margins and initial.

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- **Be sure to initial both** next to your correction mark and explanation.

Table Manager Tally Sheet Guidelines

- Double check the addition on all sheets for accuracy, prior to submission to aggregation table.
- Check for counter results to match.
 - **Circle YES** if all 3 counters match both races, no comment required.
 - **Circle NO** if all 3 counters DO NOT match both races.
 - § Details:
 - § Write **“2 of 3 match”** if 2 of 3 match for each race independently.
 - § Write **“re-count required”** if counts do not match for each race independently.

Writing Utensil Policy

Arizona Recount Documentation Marking Devices Allowed:

Created March 10, 2021

Updated April 23, 2021

Maricopa County Arizona allowed the use of blue and black writing utensils for marking ballots during the 2020 General Election. To ensure that no ballot can be marked or remarked with blue or black writing utensils are allowed in any area that a ballot is located. This includes the storage corrals, aggregation area, counting floor and paper examination areas (AKA Counting Floor).

WAKE TSI WILL UTILIZE GREEN PENS FOR MARKING TALLY SHEETS WITH RED PENS USED FOR ERRORS ON THE TALLY SHEETS. An exception to this is if tables are using green paper. In this case, counters will use red to tally and green to correct.

All documentation at any station in the counting process will only utilize the two colors above.

Ballot Batch Recount Procedure

The ballot counting is expected to achieve a very high level of accuracy. The ballot counting teams must be accurate to within 0.03% at the subtotal and total columns. All ballots will be counted by three counters. After every 50 ballots all columns will be subtotaled by the counter. Upon the completion of 100 ballots, the three counters will total their tally sheets. If all three counters' totals on the tally sheets agree, the tally sheets are sent to aggregation. If two of three counters totals agree but the third counter is off 1 or 2 votes in any one race, the tally sheets are sent to aggregation. If two of three counters' totals agree but the third counter is off by 3 votes in any one race, the ballots must be recounted.

- 1. The process follows all the regular counting procedures other than scanning**
- 2.** The tally is determined to be outside of acceptable levels by the Module Manager
- 3.** The Module Manager calls the Pod Manager to the Module
- 4.** The Module Manager moves the pile of counted ballots from the counted ballot pile to therecount position between the scanner position and the turntable
- 5.** The pile of counted ballots is placed face up, in the same order that they were counted previously
- 6.** The Scanner observes from near the Counter in position #1
- 7.** The Pod Manager observes from near the Counter in position #2
- 8.** The Module Manager observes from near the Counter in Position #3
- 9.** The Scanner takes the first ballot from the pile and places it on the turntable
- 10.** The Module Manager rotates the turntable to the first counter and the Scanner reviews the vote as the first Counter marks the tally sheet
- 11.** The Module Manager then rotates the turntable to the second counter and the Pod Manager reviews the vote as the second Counter marks the tally sheet
- 12.** The Module Manager then rotates the turntable to the third Counter and reviews the vote as the Counter marks the tally sheet
- 13.** The Module Manager then removes the ballot from the turntable and places it face down on the counted ballot pile
- 14.** The process repeats from above until the batch is complete

15. If the second tally is not successful, then the Operational Manager and three WAKE TSI senior management personnel are called to the table

16. The WAKE Operational Manager assumes the role of the Module Manager and the WAKE TSI senior management personnel replace the counters and the process repeats from the placement of the ballots.

17. The process is then followed by the WAKE TSI personnel

In all these iterations of this process ONLY the Module Manager and the Scanner touch the ballots.

Ballot Box Chain of Custody

Upon receipt of ballot pallets from the County, all ballot boxes will be counted and inventoried. The ballot pallets will be moved to the ballot holding corral.

The ballot corrals will be secured and under 24-hour video surveillance. No ballot boxes will be removed from the ballot corral without a **Ballot Box Chain of Custody Form**.

- The Distribution Corral Manager will complete the Receipt Box ID portion of the form and sign the document preparation section of the form.
- When a ballot box is removed from the ballot corral, each transfer of custody will be recorded on the document and signed by the person received from and the person received by.
- The Distribution Corral Manager will also log the box destination on the Ballot Box Module Log.
- When the ballot box is delivered to a counting table, the Table Manager will verify and sign the Ballot Box Chain of Custody form. As the ballots inside the box are counted, batch numbers from the box label will be verified and recorded on the log.
- The counting modules will be under 24-hour video surveillance.

- At the end of a shift or when the complete box has been counted, the Table Manager will completed the chain of custody form for a return toBallot Corral.

End of Shift Process

No shift will end without returning all ballots to the box and sealing the box using the established box ending procedures for ballot security and tally sheet aggregation.

1. If a module finishes a batch count within 45 minutes of the end of a scheduled shift, the Module Manager should calculate the rate of counting, the size of the remaining batches in the box and determine if the module should begin a new batch or dismiss for the day.
2. If at the scheduled end of a shift, the module has not yet completed a batch count, the staff in that module must continue the count until that batch is completed.
3. When the final batch of the shift is completed
 - a. Counters and Scanners will be dismissed.
 - b. The batch bag will be sealed per existing procedures and returned box.
 - c. The Module Manager must Print a Shift End Box Form and tape that to the outside of the box.
 - d. Module Manager must then follow the box seal procedures and document as such on the on the required forms.
 - e. Module Manager must wait for a Runner to retrieve the box and sign required CoC documents
4. Shift End Box Form
 - a. Shift End Box Form will identify the Pod, Module, Date, Time and Module Manager's Name.
 - b. Module Manager must make selection indicating if the box is finished and should be returned to the Receipt Corral OR if the box is not finished and must be returned to the Distribution Corral.
 - c. Module Manager must also record the batch numbers completed and the box ID information.
5. Shift Open Process
 - a. Unfinished Boxes from a previous shift will be returned the original counting module at the start of the next shift.
 - b. Module Manager must check the log to ensure that the box delivered to the module is the box that was being counted at that



module during the previous shift.

The purpose of this process is to collect information about the ballot paper, ballot ink and selection marks on the physical ballot during the hand recount process. This should be limited to those things that require the direct examination of the physical ballot and defer examination of those things that could be detected using the scanned ballot images. The process must incorporate considerations for accuracy and speed in examination.

Ballot Paper and Ink Inspection Station Process

Batch Weight

1. When a new ballot box is opened, the PE will use the assigned counting scale to weigh the batch of ballots and record the estimated range of ballots in the batch on the Batch Paper Examiner Log.
2. The PE will compare the estimated range of ballots to the total number of ballots counted reported on the batch count document.
3. If the actual number of ballots is outside the expected range, the PE will determine if the whole batch must go to TIER 2 examination. At Tier 2 examination, the out of weight ballots will be identified.
4. The PE will compare the estimated number of ballots to the total number of ballots counted reported on the batch count document.

Ballot Examination

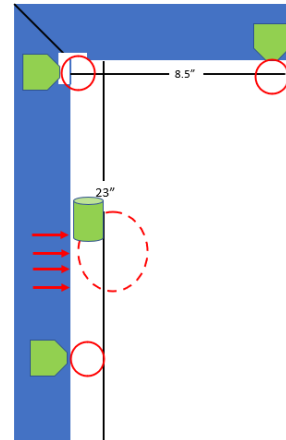
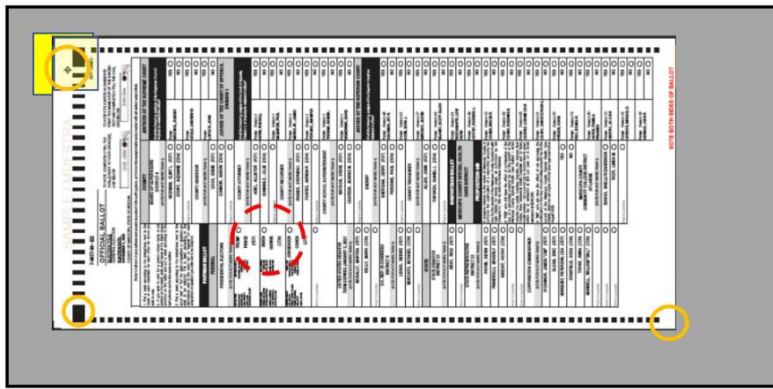
After box and batch seal procedures have been completed, the ballot examination process begins.

1. Paper Examiner 1-Full Ballot Image Capture

- a. The batch stack will be placed on the ballot tray. Going in order from top to bottom the PE1 will place the ballot on the alignment guide and press the space bar on the laptop to capture the ballot image.
- b. PE1 will view image on screen to verify image. If clear, move to c. If unclear, re-image.
- c. PE1 will remove the ballot from the alignment pad and place in the microscope inbox tray.

2. Paper Examiner 2 – Microscope Camera

- a. PE2 will place the ballot on the LED microscope pad platform.
- b. PE2 will slide the presidential selection scope to the appropriate alignment arrow.
- c. When visually confirmed by PE2, a mouse click will trigger all for microscope cameras to capture images
 - i. Corner
 - ii. Alignment bullseye
 - iii. Large timing mark
 - iv. Presidential selection mark



3. Paper Examiner 3 -Tactile & Light Examination

- Examine the physical ballot
- Note any differences or observations about the thickness or feel of the ballot and if necessary, attach thickness designator
- If Election Day Poll vote, note the presence of a visible fold
- If non Election Day Poll vote, note the absence of visible fold
- Confirm Fold Designator on file name is correct (Designators)
- Note any visible differences in the colors or text on the ballot
- Place Ballot under UV-B and UV-A source and compare to representative specimens

Description	Designator
Folded Ballot	PF
Unfolded Ballot	PU
System Printed BMD	PS

4. Forensic Examiner

- All questionable ballots will be evaluated by the Table Lead Forensic Examiner. If FE determines that the ballot is questionable, the ballot will be removed from the batch and sent for further analysis.
- Escalation
 - Two copies of Chain of Custody form will be printed.
 - Copy 1 signed by FE and Pod Manager and placed in the batch finished pile where the questionable ballot had been
 - Copy 2 signed by FE and Pod Manager and taken to the Tier 2 examination table.
 - Examiner will sign Chain of Custody, note criteria that prompted Tier 2 on the form and insert into ballot folder

Tier 2 Examination Process

1. Chain of Custody
2. Reason for Escalation
3. Examinations
 - Microscopic examination
 - Ballot weight
 - Thickness
 - Color & Luminosity
 - Document Findings
4. Tier 2 Examiner will copy the CoC document and attach to findings document
5. Ballot will be placed in the **Examination Table Batch Bag**
 - a. At the end of each day, Tier 2 Examiners will follow the batch seal process.
 - b. All examined ballots for the day will be returned to the RC Corral along with all necessary documentation

Batch Paper Examination Log

Record the following information:

- Box ID and Date from County Label
- Batch Number
- Batch Type (ED, EV, LEV)
- Batch weight and estimated ballot count
- Actual ballot count for batch
- Ballot ID that were PF or PU if different from batch type
- Ballot IDs sent to Tier 2 and reason code

Ballot Box Chain of Custody

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- The Distribution Corral Manager will complete the Receipt Box ID portion of the form and sign the document preparation section of the form.
- When a ballot box is removed from the ballot corral, each transfer of custody will be recorded on the document and signed by the person received from and the person received by.
- The Distribution Corral Manager will also log the box destination on the Ballot Box Module Log.
- When the ballot box is delivered to a counting table, the Table Manager will verify and sign the Ballot Box Chain of Custody form. As the ballots inside the box are counted, batch numbers from the box label will be verified and recorded on the log.
- The counting modules will be under 24-hour video surveillance.
- At the end of a shift or when the complete box has been counted, the Table Manager will complete the chain of custody form for a return to Ballot Corral.

Ballot Handling Process

End of Shift Process

No shift will end without finishing a batch and sealing the ballot box using established batch ending procedures for ballot security and tally sheet aggregation.

1. If a module finishes a batch count within 45 minutes of the end of a scheduled shift, the Module Manager should calculate the rate of counting, the size of the remaining batches in the box and determine if the module should begin a new batch or dismiss for the day.
2. If at the scheduled end of a shift, the module must complete a batch count to 50 or 100 depending on where they are on the tally sheet.
3. When the final batch of the shift is completed
 - a. Counters and Scanners will be dismissed.
 - b. The ballot box will be sealed per existing procedures and returned to the ballot corral.
 - c. The Module Manager must Print a Shift End Box Form and tape that to the outside of the box.
 - d. Module Manager must then follow the box seal procedures and record seal numbers on required documents
 - e. Module Manager must wait for a Runner to retrieve the box and sign required CoC documents or personally transport the box to the ballot corral.
4. Shift End Box Form
 - a. Shift End Box Form will identify the Pod, Module, Date, Time and Module Manager's Name.
 - b. Module Manager must make selection indicating if the box is finished and should be returned to the Receipt Corral OR if the box is not finished and must be returned to the Distribution Corral.
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5. Shift Open Process
 - a. Unfinished Boxes from a previous shift will be returned the original counting module at the start of the next shift.
 - b. Module Manager must check the log to ensure that the box delivered to the module is the box that was being counted at that module during the previous shift.

Tally Sheet Chain of Custody

POD:		Date:	
Module #:		Time:	
Batch:		MM Name:	
Number of Sheets	Received From	Transported By	Received By

Tally Sheet Guidelines

- Write & Tally in Green ink and correct in Red ink with the exception for green tally sheets in which the opposite shall apply.
- Be sure to fill out the form details completely.
- Be sure to print legibly.
- Write your initials clearly.
- Voided tally sheets and completed tally sheets must be sent to aggregation table with separate custody forms, they are aggregated in different ways and need to be separated.
- **NEVER** rip up voided sheets.
- Treat the tally sheets like a **legal document**.
- Make corrections with a single slash, **DO NOT scribble or X** out tally corrections.
- Explain your correction in the margins and initial.
- **Be sure to initial both** next to your correction mark and explanation.

Table Manager Guidelines

- Double check the addition on all sheets for accuracy, prior to submission to aggregation table.
- Check for counter results to match.
 - **Circle YES** if all 3 counters match both races, no comment required.
 - **Circle NO** if all 3 counters DO NOT match both races.
 - § Details:
 - § Write **"2 of 3 match"** if 2 of 3 match for each race independently.
 - § Write **"re-count required"** if counts do not match for each race independently.
 -

MATCH: YES NO	Details If No Match:
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#	Pallet Receipt Log						Pallet No.
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
	Label Date:						Box Seal No.:
	Ballot Type:						Match Docs: YES NO
	Scanner ID:						Note:
	Label Batch Numbers:						
Received From:				Received By:			Date:

Ballot Box Chain of Custody

[illegible]