



The Board of Elections in the City of New York

Canvass/Recanvass Procedures

Annual Maintenance & Prequalification Testing

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Bipartisan teams are to be used for every stage of the canvass/re canvass

ROLES AND RESPONSIBILITIES

Each canvass/recanvass procedure has its own detailed list of roles and responsibilities according to what is required. In all cases, bipartisan Board staff is allocated according to the required roles and areas of responsibility.

Role	Responsibility
Senior Board Staff: <ul style="list-style-type: none"> - Borough Chief - Deputy Chief - Designees of Borough & Deputy Chiefs 	<ul style="list-style-type: none"> <input type="checkbox"/> Provides access to the secured storage area <input type="checkbox"/> Issues are escalated to this team for guidance or approval, as needed
Bipartisan Team Leads/ VMF Supervisors	<ul style="list-style-type: none"> <input type="checkbox"/> Supervises the maintenance and testing of voting systems and ensures adherence to procedures <input type="checkbox"/> Generates Results Report and confirms results <input type="checkbox"/> Coordinates and manages the process of providing appropriate materials to bipartisan teams <input type="checkbox"/> Maintenance and completion of all documentation, including signing the Scanner Maintenance Log and sending copies to EVS System Administrator
EVS Systems Administrator	<ul style="list-style-type: none"> <input type="checkbox"/> Schedules voting system maintenance and testing <input type="checkbox"/> Provides voting systems supplies (toner, PMDs) <input type="checkbox"/> Support maintenance and prequalification testing
Ballot Management	<ul style="list-style-type: none"> <input type="checkbox"/> Provides voting systems supplies (Ballot paper, ED Header Sheets)
Bipartisan Team of Borough Staff	<ul style="list-style-type: none"> <input type="checkbox"/> Scanner Operators and other Clerks at the Board perform maintenance and prequalification testing tasks, and provide Leads with results <input type="checkbox"/> Notifies Leads when there's a problem with voting systems

Bipartisan teams are to be used for every stage of the canvass/recanvass

MAINTENANCE OF CANVASS EQUIPMENT

PURPOSE

The New York State Board of Elections (NYSBOE) requires voting systems equipment to be tested prior to use for each election and all voting equipment to be tested **by December 31, every calendar year**. The purpose is to ensure that the voting systems and supporting equipment operate properly on and after Election Day. It's important to note that prequalification testing meets the NYSBOE annual maintenance requirement. Prequalification testing procedures are described under its own heading within this document.

Maintenance of Scanning System Equipment

Vote counting equipment is used by all counties in New York City and is certified by the NYSBOE. In New York City, the Board uses Central Ballot Scanning and Tabulation systems for absentee, military, federal, and affidavit ballots. These high-speed optical scanners operate through a software product provided by the Board's vendor. The integrated system meets required technical specifications and is NYSBOE certified. Scanners are stored in secured areas at each borough location and the system components are used for paper ballots only.

The NYSBOE requires:

- All vote counting equipment to be tested prior to its use for each election.
- Vote counting equipment not used during the year to be tested by **December 31**.
- A maintenance log to be kept for each scanner, at each borough location to document all activities, including maintenance testing.

Hash Code Check

Every time the voting systems are used, it is necessary to confirm that the security seal is intact and the same security seal number and firmware or software is present since its last use. This is done to ensure that the systems have not been compromised. If the security seal and firmware can be confirmed, no further action is needed. If it cannot be confirmed because a security seal is broken, the serial numbers don't match the documentation, a firmware update is in progress, or for any other reason, a Hash Code Check is required. For more details, see the **New York State Board of Elections ES&S DS850 Hash Check Procedure**.

Maintenance testing is performed to ensure that the voting systems are functional

Maintenance testing is administered annually. The Board's Electronic Voting Systems (EVS) Administrator schedules its contracted vendor to perform routine tests, service, and maintenance of all the voting systems. The printers and cables are maintained by the Board and are also checked to confirm they function properly.

In addition to meeting the NYSBOE voting system maintenance requirements, a maintenance call is requested by the Systems Administrator or Borough's Leads when any difficulties occur with a scanner during its use. The EVS Systems Administrator directs bipartisan Leads to set the systems

Bipartisan teams are to be used for every stage of the canvass/recanvass

up in an area where they can be checked by the maintenance contractor. If any components are missing, the Leads send a replacement request to the EVS Systems Administrator.

Maintenance Testing Procedures

The Board's vendor records any work performed at the borough offices on a **Maintenance Checklist** tracking form. See the Forms section to view a sample. Bipartisan Borough Leads record all scanner activities on a Scanner Maintenance Log and has the vendor complete the Maintenance Checklist. For more details, see the **New York State Board of Elections ES&S Maintenance Test Procedure**.

Central Ballot Scanning and Tabulation PCs and Printers

See the Step by Step Instructions Section for complete details on operating the Central Ballot Scanning and Tabulation systems.

BOROUGH LEADS

- Check Central Ballot Scanning and Tabulation systems, touch screens, printers and cables to ensure that all components are accounted for and function.
- Put paper in the printers and print a test page.
- Check the printer for a low ink toner message; if low, replace the cartridge.
- **Contact the EVS System Administrator**
 - To request more toner, if needed
 - When a system component is not working

Scanner Logs & Recorded Activities

Every borough office location must maintain **Scanner Maintenance** and **Checklist Logs** that are kept in a binder and stored with its assigned scanner. Samples are at the end of this section. The logs are used to record **all** activities; the **Election Name** and **Scanner ID** should always be part of the log entry. In addition to the Maintenance Log, one of three Checklist Forms is used based on the activity:

- 1. Maintenance**
- 2. Prequalification/Post Tally**
- 3. Election Tally**

Activities recorded in every Scanner Maintenance and Checklist Log:

- Acceptance Testing
- Annual Maintenance
- Hash Code Checks
- Prequalification Testing
- Post-Tally Test
- Election Canvass
- Maintenance Service Requests
- Returned to vendor (if this occurs)

Bipartisan teams are to be used for every stage of the canvass/recanvass

If the Board's vendor is offsite and difficulties occur with the scanner, Borough Leads notify the EVS Systems Administrator and contact the scanner maintenance contractor to service the system. Leads record the service call request in the Scanner Maintenance Log along with all service visits.

Leads must send a copy of new scanner log entries to the EVS Systems Administrator after every election in their county.

PREQUALIFICATION TESTING

The Board follows this mandate from NYS Election Law Section 9-209 (1):

- b. "At least five days prior to the time fixed for such meeting, the board of elections shall send notice by first class mail to each candidate, political party and independent body entitled to have had watchers present at the polls in any election district in such board's jurisdiction. Such notice shall state time and place fixed by the board for such canvass.*
- c. Each such candidate, political party, and independent body shall be entitled to appoint such number of watchers to attend upon each central board of inspectors as such candidate, political party, or independent body was entitled to appoint at such election in any one election district for which such central board of inspectors is designated to act."*

These instructions are for the Central Ballot Scanning and Tabulation system

The Voting Equipment Operation Unit (VEOU) maintains separate instructions for Early Voting and Election Day poll site scanners.

Prior to every county election, prequalification testing is required to ensure that the system will function when it's time to scan the official election ballots. For a citywide election, bipartisan staff at every borough office conducts prequalification testing. A test deck of ballots for each ballot kind is run through the Central Ballot Scanning and Tabulation system. The testing is complete when two error-free results are produced for each ballot kind.

Prequalification testing of the voting systems helps ensure:

- There's not a security breach of the installed firmware or software
- The election and ballot configuration is correct
- Votes cast are counted accurately within all voting positions for each ballot configuration

Security Check

Before testing can begin, a bipartisan team must confirm that the security seal is intact and the same firmware or software is present since its last use. If it's confirmed that the systems have not been compromised, no further action is needed. If it cannot be confirmed because a security seal is broken, the serial numbers don't match the documentation, a firmware update is in progress,

Bipartisan teams are to be used for every stage of the canvass/recanvass

or for any other reason, a Hash Code Check is required. For more details, see the **New York State Board of Elections ES&S DS850 Hash Check Procedure**.

Preparing the Test Deck

A set of ballots with preconfigured test patterns are used to check every active cell location on the ballot and to produce Detail Results by Precinct Reports. Test Decks are used to confirm voting accuracy for all positions on the ballot, including undervotes, overvotes, and write-ins.

- As soon as the details of an upcoming election are known and the relevant files are finalized in the Board's computer systems, the EVS Systems Administrator installs the election database in each borough that's having an election.
- The EVS Systems Administrator uses ballot marking software as a tool to mark test deck ballots for all ballot kinds (Absentee, Military, Federal, Affidavit, Presidential, and Election Day ballots). The ballot marking software is also used to produce the Expected Results Reports for the predetermined patterns. These reports are also given to the borough to verify against the scanner results from the test deck run.
- Each borough receives their test deck of ballots and ED Header Sheets to run through the scanners. Each borough also receives their test deck ballot images so they may reprint ballots onsite and use them for prequalification testing, if needed.
- Borough staff begins testing once the election definition and EQC portable memory devices (PMDs) for the election event are installed on the scanners.
- Test ballots are organized by ballot kind, ballot style and ED Header Sheets.
- Scanner Operators use the Central Ballot Scanning and Tabulation system to print a Zero Report before scanning the test deck for each ballot kind. See sample report at the end of this section. Printing a Zero Report confirms all voting positions are at zero and verifies the ballot and election configuration.
- Clerks record each activity in the Scanner Maintenance and Checklist Logs. **See Forms section.**
- Each scanner is tested, but the entire test deck need not be scanned on one scanner. Depending on the size, the test deck may be divided among the scanners.
- Each scanner generates Detail Results by Precinct Reports for the EDs scanned on that scanner. The report displays the number of votes cast, including undervotes, overvotes, and write-ins. The results are reviewed and compared against the predetermined pattern shown in the Expected Results Report.

Bipartisan teams are to be used for every stage of the canvass/recanvass

- By checking each ED, errors can be caught immediately so Leads can determine how to proceed. All expected results, ballot style results, and cumulative results must be checked and matched to the ED by Detail and Election Detail.
- Bipartisan borough staff confirms every number in the Detail Results by Precinct Report. One person reads the numbers from the report aloud, while the other confirms that the numbers match the Expected Results Report.
- When two error-free test results are produced for the first ballot kind, the test deck for the next ballot kind is run and recorded in the Scanner Logs. This continues until all ballot kinds for the election are tested.
 - The first run of each ballot kind is referred to as the **Dry Run**.
 - The second run is the **Run for Record**.
- If a discrepancy is found (the numbers don't match exactly), the Leads document the issue in the comments section of the Scanner Maintenance Log and compare the unique ballot script pattern with the test deck pattern to ensure that the test deck was made correctly and that all ballots were run through the scanner.
 - Any corrections to the test deck or to the scanning of the test deck are made and the test deck is rerun until two error-free test results are produced.
 - If the test deck and scanner fail to produce two error-free results, the EVS Systems Administrator and the vendor are contacted to provide guidance and support. If the issue still cannot be resolved, the scanner is not used for any elections until the problem is resolved in a manner consistent with vendor documentation and compliant with NYSBOE policies and procedures.
- Prequalification testing is complete when two error-free results are produced for each ballot kind. Borough Commissioners or their designees certify that they have reviewed and verified the testing results. The test deck, ED Header Sheets, and all system-generated reports are placed in secured storage until needed to conduct the Post Tally Test. The Post Tally occurs at the completion of the entire canvass and recanvass process.
- **The Automated Audit:** The same test deck run through the Central Ballot Scanning and Tabulation System must be run through the independent scanning system used to conduct the audit. **The test deck only needs to be run once on this system** if the vote tabulations match the results from the Central Ballot Scanning and Tabulation System.

If the results do not match, investigate and resolve. Otherwise, a manual canvass of the audit is required.

Bipartisan teams are to be used for every stage of the canvass/recanvass

FORMS

See the following Scanner Logs and Reports needed for Central Ballot Scanning and Tabulation System activities:

- SCANNER MAINTENANCE LOG**
- PREQUALIFICATION/POST TALLY CHECKLIST**
- MAINTENANCE CHECKLIST**
- ELECTION TALLY CHECKLIST**
- COMPLETED ELECTION TALLY CHECKLIST**
- ZERO REPORT**

CENTRAL SCANNING AND TABULATION SYSTEM

Maintenance Log

County of Queens Scanner Serial Number DS85123456 Scanner ID B

Activity		Description	Software Version #	Test Result Pass/Fail	Person Recording Entry	Comment
Date	Time					
2/19/19	10:10am	Pregual Testing Special Election	2.120.0	Pass	John Doe	
3/6/19	2:15pm	ABS & AFF. Special Election Canvass	2.120.0	Pass	Mary Smith	See Election Tally for Full Test Results

Board of Elections in The City of New York

SCANNER MAINTENANCE LOG

ES&S DS850 PREQUALIFICATION & POST TALLY CHECKLIST

Pre-Qualification

Post Election Tally

County Name

Date

Master Serial #

Ballot Styles Used

		Dry Run <input checked="" type="checkbox"/> if applicable	Run for Record <input checked="" type="checkbox"/> if applicable
Security Seal Verification			
1	• Verify Security Seals		
Inventory			
2	- DS850 - Printer Cables - Maintenance Log	- UPS - Power Cords - Laser Printer	- Dot Matrix Printer - USB Cable
Inspection			
3	Inspect Voting System (cracks, dents or scratches): - Touch Screen Control Panel - Doors - Wheels and Wheel Locks		
	- Transport Roller - Locks - Drawer	- Belts - Labels - Table Folding Extensions	
Describe Damage (If Any):			
4	• Pass Firmware Verification		
Firmware Verification / Hash Check			
Scanner Security Seal Check			
<i>Check External Security seals to ensure that they are not compromised (broken or replaced). If so, next the check internal Seal Numbers.</i>			
External Seal Numbers:	(Seal #)	Seal Condition:	Broken <input type="checkbox"/> #s Do Not Match <input type="checkbox"/> Missing <input type="checkbox"/> Good <input type="checkbox"/>
Internal Seal Numbers: (review if above compromised)	(Right Seal #)	(Left Seal #)	Broken <input type="checkbox"/> #s Do Not Match <input type="checkbox"/> Missing <input type="checkbox"/> Good <input type="checkbox"/>
Firmware Replacement			
<i>** Skip Firmware Replacement if both sets of security seals are not compromised nor replaced **</i>			
Date:		New External Seal Numbers:	(Right Seal #) (Left Seal #)
Date:		New Internal Seal Numbers:	(Right Seal #) (Left Seal #)

PREQUALIFICATION/POST TALLY CHECKLIST

ES&S DS850 Qualification & Post Tally Checklist

		Dry Run ✓ if applicable	Run for Record ✓ if applicable
Functional Verification			
5	<ul style="list-style-type: none"> • USB Port Test • Touch Screen Calibration 		
6	<ul style="list-style-type: none"> • Load Election Definition <ul style="list-style-type: none"> ◦ Clear and Initialize DS850 for election configuration (EQC stick) ◦ Load election definition (Data stick) 		
7	<ul style="list-style-type: none"> • Record Protective Counter 		
8	<ul style="list-style-type: none"> • Print Zero Report and Confirm Zero Totals 		
9	<ul style="list-style-type: none"> • Cast ballots based on type of test: (select one) <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance Test Deck <input type="checkbox"/> Comprehensive Test Deck 		
10	<ul style="list-style-type: none"> • Print Detail Results report • Verify vote totals are correct (DS850 & Expected Results) 		
11	<ul style="list-style-type: none"> • Export Election Results Files (Results stick) 		
12	<ul style="list-style-type: none"> • Record Protective Counter 		
13	EMS Reporting (Optional) <ul style="list-style-type: none"> • Read results from PMD stick into EMS • Print Election Summary report • Verify vote totals are correct (EMS & DS850) 		
Prepare Voting Systems for Storage / Election Material Retention			
14	<ul style="list-style-type: none"> • Save EQC, Data and Results sticks and Detail Results Report for 2yr Storage Retention 		
15	<ul style="list-style-type: none"> • Leads sign off on Tabulation Reports 		
16	<ul style="list-style-type: none"> • Confirm all components returned and prepared for storage 		
17	<ul style="list-style-type: none"> • Power down equipment, close and lock all doors, cover DS850 main body 		
Democratic Lead		Date	
	(Print Name)		(Sign)
Republican Lead		Date	
	(Print Name)		(Sign)

BACKSIDE OF PREQUALIFICATION/POST TALLY CHECKLIST

NON-ELECTION MAINTENANCE

County Name

Date

Master Serial #

Ballot Styles Used

			Non-Election if applicable	
Security Seal Verification				
1	* Verify Security Seals			
Inventory				
2	- DS850 - Printer Cables - Maintenance Log	- UPS - Power Cords - Laser Printer	- Dot Matrix Printer - USB Cable	
Inspection				
3	Inspect Voting System (cracks, dents or scratches):			
	- Touch Screen Control Panel - Doors - Wheels and Wheel Locks	- Transport Roller - Locks - Drawer	- Belts - Labels - Table Folding Extensions	
Describe Damage (If Any):				
4	* Pass Firmware Verification			
Firmware Verification / Hash Check				
Scanner Security Seal Check				
<i>Check External Security Seals to Ensure they are not Compromised (broken or replaced). If Compromised, Check Internal Seal Numbers.</i>				
External Seal Numbers:		Seal Condition:	Broken <input type="checkbox"/>	#s Do Not Match <input type="checkbox"/>
	(Seal #)		Missing <input type="checkbox"/>	Good <input type="checkbox"/>
Internal Seal Numbers:		Seal Condition:	Broken <input type="checkbox"/>	#s Do Not Match <input type="checkbox"/>
	(Right Seal #)	(Left Seal #)	Missing <input type="checkbox"/>	Good <input type="checkbox"/>
Firmware Replacement				
** Skip Firmware Replacement if Both Sets of Security Seals are not Compromised or Replaced **				
Date:		New External Seal Numbers:	(Right Seal #)	(Left Seal #)
Date:		New Internal Seal Numbers:	(Right Seal #)	(Left Seal #)

MAINTENANCE CHECKLIST

ES&S DS850 Maintenance Checklist

Non-Election
 if applicable

Functional Verification			
5	<ul style="list-style-type: none"> • USB Port Test • Touch Screen Calibration 		
6	<ul style="list-style-type: none"> • Load Election Definition <ul style="list-style-type: none"> ○ Clear and Initialize DS850 for election configuration (EQC stick) ○ Load election definition (Data stick) 		
7	• Record Protective Counter		
8	• Print Zero Report and Confirm Zero Totals		
9	<ul style="list-style-type: none"> • Cast ballots based on type of test: (select one) <ul style="list-style-type: none"> <input type="checkbox"/> Maintenance Test Deck <input type="checkbox"/> Comprehensive Test Deck 		
10	<ul style="list-style-type: none"> • Print Detail Results report • Verify vote totals are correct (DS850 & Expected Results) 		
11	• Export Election Results Files (Results stick)		
12	• Record Protective Counter		
Prepare Voting Systems for Storage / Election Material Retention			
13	• Leads sign off on Tabulation Reports		
14	• Confirm all components returned and prepared for storage		
15	• Power down equipment, close and lock all doors, cover DS850 main body		
Democratic Lead	(Print Name)	Date	(Sign)
Republican Lead	(Print Name)	Date	(Sign)
ES&S Technician	(Print Name)	Date	(Sign)

BACKSIDE OF MAINTENANCE CHECKLIST

ELECTION TALLY

County Name

Date

Master Serial #


Ballot Styles Used

Run for Record
 # applicable

Security Seal Verification			
1	• Verify Security Seals		
Inventory			
2	- DS850 - Printer Cables - Maintenance Log	- UPS - Power Cords - Laser Printer	- Dot Matrix Printer - USB Cable
Inspection			
3	Inspect Voting System (cracks, dents or scratches):		
	- Touch Screen Control Panel - Doors - Wheels and Wheel Locks	- Transport Roller - Locks - Drawer	- Belts - Labels - Table Folding Extensions
Describe Damage (if Any):			
4	• Pass Firmware Verification		
Firmware Verification / Hash Check			
Scanner Security Seal Check			
<i>Check External Security Seals to Ensure they are not Compromised (broken or replaced). If Compromised, Check Internal Seal Numbers.</i>			
External Seal Numbers:	(Seal #)	Seal Condition:	Broken <input type="checkbox"/> #s Do Not Match <input type="checkbox"/> Missing <input type="checkbox"/> Good <input type="checkbox"/>
Internal Seal Numbers: <small>(review if above compromised)</small>	(Right Seal #)	(Left Seal #)	Seal Condition: Broken <input type="checkbox"/> #s Do Not Match <input type="checkbox"/> Missing <input type="checkbox"/> Good <input type="checkbox"/>
Firmware Replacement			
** Skip Firmware Replacement if both sets of security seals are not compromised nor replaced **			
Date:		New External Seal Numbers:	(Right Seal #) (Left Seal #)
Date:		New Internal Seal Numbers:	(Right Seal #) (Left Seal #)

ELECTION TALLY CHECKLIST

ES&S DS850 Election Checklist

Run for Record
 if applicable

Functional Verification			
5	<ul style="list-style-type: none"> • USB Port Test • Touch Screen Calibration 		
6	<ul style="list-style-type: none"> • Load Election Definition <ul style="list-style-type: none"> ◦ Clear and Initialize DS850 for election configuration (EQC stick) ◦ Load election definition (Data stick) 		
7	<ul style="list-style-type: none"> • Record Protective Counter 		
8	<ul style="list-style-type: none"> • Print Zero Report and Confirm Zero Totals 		
9	<ul style="list-style-type: none"> • Cast ballots 		
10	<ul style="list-style-type: none"> • Print Detail Results report • Verify vote totals are correct 		
11	<ul style="list-style-type: none"> • Export Election Results Files (Results stick) 		
12	<ul style="list-style-type: none"> • Record Protective Counter 		
13	EMS Reporting <ul style="list-style-type: none"> • Read results from PMD stick into EMS • Print Election Summary Report • Verify vote totals are correct (EMS & DS850) 		
Prepare Voting Systems for Storage / Election Material Retention			
14	<ul style="list-style-type: none"> • Save EQC, Data and Results sticks and Detail Results Report for 2yr Storage Retention 		
15	<ul style="list-style-type: none"> • Leads sign off on Tabulation Reports 		
16	<ul style="list-style-type: none"> • Confirm all components returned and prepared for storage 		
17	<ul style="list-style-type: none"> • Power down equipment, close and lock all doors, cover DS850 main body 		
Democratic Lead		Date	
(Print Name)			(Sign)
Republican Lead		Date	
(Print Name)			(Sign)

BACKSIDE OF ELECTION TALLY CHECKLIST

NON-ELECTION MAINTENANCE

County Name Current County

Date 04/01/2019

Master Serial # DS850 1122334455

Ballot Styles Used AFF/ABS

Non-Election
 # applicable

Security Seal Verification

1 • Verify Security Seals

Inventory

2 - DS850 - UPS - Dot Matrix Printer
 - Printer Cables - Power Cords - USB Cable
 - Maintenance Log - Laser Printer

✓

Inspection

3 Inspect Voting System (cracks, dents or scratches):
 - Touch Screen Control Panel - Transport Roller - Belts
 - Doors - Locks - Labels
 - Wheels and Wheel Locks - Drawer - Table Folding Extensions

✓

Describe Damage (If Any):

NONE

4 • Pass Firmware Verification

Firmware Verification / Hash Check

Scanner Security Seal Check

Check External Security Seals to Ensure they are not Compromised (broken or replaced). If Compromised, Check Internal Seal Numbers.

External Seal Numbers:	(Seal #) <u>284995</u>	Seal Condition:	Broken <input type="checkbox"/>	#s Do Not Match <input type="checkbox"/>
			Missing <input type="checkbox"/>	Good <input checked="" type="checkbox"/>
Internal Seal Numbers:	(Right Seal #)	(Left Seal #)	Seal Condition:	Broken <input type="checkbox"/>
(review if above compromised)				Missing <input type="checkbox"/>
				Good <input type="checkbox"/>

Firmware Replacement

** Skip Firmware Replacement if Both Sets of Security Seals are not Compromised or Replaced **

Date:		New External Seal Numbers:	(Right Seal #)	(Left Seal #)
Date:		New Internal Seal Numbers:	(Right Seal #)	(Left Seal #)

COMPLETED ELECTION TALLY CHECKLIST

ES&S DS850 Maintenance Checklist

		Non-Election ✓ if applicable	
Functional Verification			
5	<ul style="list-style-type: none"> • USB Port Test • Touch Screen Calibration 	✓	
6	<ul style="list-style-type: none"> • Load Election Definition <ul style="list-style-type: none"> ◦ Clear and Initialize DS850 for election configuration (EQC stick) ◦ Load election definition (Data stick) 	✓	
7	• Record Protective Counter	10.123	
8	• Print Zero Report and Confirm Zero Totals	✓	
9	<ul style="list-style-type: none"> • Cast ballots based on type of test: (select one) <ul style="list-style-type: none"> ☐ Maintenance Test Deck ☐ Comprehensive Test Deck 	✓	
10	<ul style="list-style-type: none"> • Print Detail Results report • Verify vote totals are correct (DS850 & Expected Results) 	✓	
11	• Export Election Results Files (Results stick)	-	
12	• Record Protective Counter	11.123	
Prepare Voting Systems for Storage / Election Material Retention			
13	• Leads sign off on Tabulation Reports	✓	
14	• Confirm all components returned and prepared for storage	✓	
15	• Power down equipment, close and lock all doors, cover DS850 main body	✓	
Democratic Lead	Andrew Lead <small>(Print Name)</small>	Date 04/01/2019	A Lead <small>(Sign)</small>
Republican Lead	Bob Lead <small>(Print Name)</small>	Date 04/01/2019	B Lead <small>(Sign)</small>
ES&S Technician	Ethan Stech <small>(Print Name)</small>	Date 04/01/2019	E Stech <small>(Sign)</small>

BACKSIDE OF COMPLETED ELECTION TALLY CHECKLIST



SCANNER TOUCH SCREEN – REQUESTING A ZERO REPORT

Zero Report

1 of 2

Machine ID: A Machine #: 8509420001

Electionware County

INITIALSTEST1

09/23/20YY 09:50:07

09/22/20YY

First Ballot Date Time:

Total Sheets Processed: 0

Last Ballot Date Time:

Total Ballots Cast: 0

Blank Sheets Cast: 0

Contest	Votes
BEST AUTOMOBILE MANUFACTURER	
(Vote For 1)	
BMW	0
MERCEDES.....	0
GENERAL MOTORS	0
HONDA	0
FORD	0
VOLVO.....	0
Write-in	0
Over Votes	0
Under Votes	0
Total	0
BEST VOCAL ARTIST	
(Vote For 2)	
FRANK SINATRA.....	0
ELVIS	0
PATSY CLINE	0
JANIS JOPLIN.....	0
BUDDY HOLLY.....	0
BARRY WHITE.....	0
BILLIE HOLIDAY	0
STEVIE RAY VAUGHAN	0
"MAMA" CASS ELLIOT	0
Write-in	0
Write-in	0
Over Votes	0
Under Votes	0
Total	0
BEST ICDE-CREAM FLAVOR	
(Vote For 1)	
CHOCOLATE.....	0
STRAWBERRY	0
VANILLA	0
Write-in	0
Over Votes	0
Under Votes	0
Total	0

SAMPLE – ZERO REPORT

APPENDIX– Step-by-Step Instructions Provided by the Board’s Vendor

1. New York State Board of Elections ES&S Maintenance Test Procedure
2. New York State Board of Elections ES&S DS850 Hash Check Procedure

Procedures for the above are located after the Notes section of this book.