

## QUALITY CONTROL PROCEDURES

### INTRODUCTION:

The purpose of the Quality Control process is to review and ensure all voted mail ballots that can be electronically counted will pass through the Optical Scan Counter. This is a visual process that requires **attention to detail**. Quality Control team members look at the timing lines and both sides of each voted ballot after the extraction process has been completed. This team will work to remove any rejected or damaged ballots missed by the Extractor/Opener.

**Required Staff:** 18 to 26 Election Workers

- A. As the Extraction/Opener process is completed, voted mail ballots will be staged at the QC table and rubber banded in batches of 200 or less with the Opening/Tabulation Worksheet attached to each bundle.
- B. A Quality Control team member will take a batch and begin by filling out the Opening/Tabulation Worksheet with their name and date. QC will review the "accepted" ballots for any rejects that the Extractor may have missed. The QC person will also review the "rejects" to determine if any may be put into the count.
- C. Check the leading edges of the ballot for "fuzzies," which are bits of paper appearing along the top of the ballot. "fuzzies" should be removed from the ballot and then included in the count of "accepted" ballots.
- D. Quality Control team members will be responsible for determining which box to put the "rejected" ballots in so that they may be properly corrected and included in the count.
- E. **REMAKES:** Any ballot that has been torn or soiled (coffee, crayon), has a cut or slice from the milling process; has any damage or marking on the timing lines; sixty-day/federal ballots; ballots received by fax will be reviewed by a Supervisor for remake.
- F. **ENHANCEMENTS:** Ballots that have been marked incorrectly, with any mark other than a completed oval (*see example*); ballots marked in pencil or any color than black or blue.
- G. **IDENTIFIABLE** Ballots that have any identifiable marks such as the voter's initials, name or address.

- H. **WRITE INS:** When the voter writes a candidates name or fills in the oval on the write in portion of a ballot this will be boxed and reviewed by a *write in board* to determine if it is a qualified choice.
- I. **OVER VOTES:** When a voter has clearly marked more than the allowed choices on a particular office or candidate.
- J. **VOTED SAMPLE BALLOTS:** When a voter marks their sample booklet or facsimile copy of the ballot mailed instead of the actual ballot let the supervisor know and they will write on the sample booklet or facsimile whether it will be a remake.
- K. All "accepted" ballots will be counted and placed in a box with the white copy of the Opening/Tabulation Worksheet filled out with the number of "accepted" ballots in the batch as well as the number of *remakes, enhancements, write-ins and over votes*. The QC team member will also list any "other" ballots removed from the batch so that the starting number and the number of ballots removed tabulate. The yellow copy of the Opening/Tabulation Worksheet will be placed in a tray at the QC table for a supervisor to review. Only the "accepted" ballots should move to the end of the table to be boxed for the warehouse team.
- L. The count/boxing team will count groups of "accepted" ballots into boxes of 400. As the boxes are assembled the count/boxing team will affix a sticker (provided by Technical Services) to each box of 400 and record box number on the Opening/Tabulation Worksheet. The count/boxing team will collect and staple the white Opening/Tabulation Worksheets for each box of 400 assembled.
- M. Boxed ballots of 400 will be placed on a black cart (approx. 30 to a cart) and sent to tabulation.