

PROCEDURES FOR INCOMING SORT PASS

INTRODUCTION:

This process is the first step in processing mail ballot envelopes to determine valid and invalid mail ballots as received by the Registrar of Voters office during an Election. This process also scans for signature verification and will batch voted mail ballots into trays of 300. The Pitney-Bowes equipment will be programmed to filter out exceptions during the incoming sort pass, these exceptions will travel to assigned pockets to be processed. This process is completed daily beginning E-25 thru the close of polls on Election Day.

Required Staff:

- 1-Technical Services employee
- 1-Pitney Bowes support employee
- 1-Operator (R.O.V. employee)
- 1-EW Mail ballot transport supplier (feeder)
- 1-EW Labeler
- 2-EW Exception pocket sweepers
- 3-EW Valid pocket sweepers

*(see attached room layout)

1. Operator will consult Technical Services employee to ensure S.I.F file has been imported prior to each incoming sort pass.
2. All VBM equipment room employees will begin by cleaning and stocking mail trays as required prior to start of incoming sort pass.
3. Operator will turn on computer console and log-in with password to apply settings for incoming sort pass.
4. Mail ballot transport supplier (feeder) will turn mail ballot envelopes so information side is entering the sorter and securely place mail ballot envelopes on conveyor belt for incoming sort pass.

5. Operator gives verbal notice of start to staff.
6. Operator starts sorter and incoming sort pass begins.
7. Mail ballot envelopes will proceed to assigned valid pockets, all other mail ballot envelopes will be routed to exception pockets to be worked as assigned.
8. Valid pocket sweepers will remove trays once a count of 400 is reached. Sweepers will place full trays on shelves by batch/tray tag order.
9. Operator will identify any mail ballot envelopes that require a barcode label and forward to Labeler to be processed.
10. Exception Pocket Sweepers will screen the envelopes that have been out sorted as *spoiled* or *no signature* exceptions for any false readings.
11. Once all mail ballot envelopes have been processed the Operator will stop the incoming sort pass and prepare for the **rescan** sort function.
12. Operator applies the settings for mail ballot envelopes that require a **rescan** sort pass.
13. Operator will stop rescan sort pass and close pockets to produce tray tags for all remaining trays of mail ballot envelopes.
14. Operator will check all exception pockets for remaining mail ballots to be sent to processing room.
15. All remaining valid trays will have tray tags applied and be placed on shelves in batch/tray tag order.
16. The Operator will print an **Incoming Status Report** at the end of each day's incoming mail run. This report will show the number of valid ballots processed each day as well as all out sorted exceptions... An **Incoming Work Report** will be printed to list the number of trays/batches and the content of each tray. These reports will go to a Supervisor.