



# State of New Hampshire – Secretary of State

## Electronic Ballot Counting Device Standard Operating Procedures for Testing and Security Seals (RSA 656:42)

Version 1.3 10-18-2010

### Seal Types:

- Wire Wind-Up Security Seal
- Tamper Evident Labels (Tape Seals)

### Seal Locations:

- One wire seal must be fully tightened attaching the 2 zippers on the closed canvas cover storing the counting device.
- One wire seal must be fully tightened on the metal bar in front of the memory card slot.
- Tamper Evident Label seals must be placed in the following three locations:
  1. One seal affixed on the seam connecting the two hard shell covers on the front of the counting device.
  2. One seal affixed on the seam connecting the two hard shell covers on the rear of the counting device.
  3. One seal affixed over the 3 communications ports in the rear of the counting device.

### SOS Activity Log and One Access Log:

- Canvas Bag SOS Activity Log
- Counting Device SOS Activity Log
- Memory Card SOS Activity Log
- SOS Access Log
  - A list of all individuals who have access to the safe where the memory cards are stored.
  - A list of all individuals who have access to the secure area where the counting devices are stored.

### Procedures:

- The city or town clerk shall update a SOS Activity Log supplied by the Secretary of State to keep a record each time a seal is broken, a new one installed and the reason for which the seal was broken or installed. The SOS Activity Log shall be kept in the outside pocket of the canvas bag which contains the counting device.

- No person shall break or install a seal without the presence of 2 witnesses. Upon breaking or installing such seal, the person responsible shall update the appropriate SOS Activity Log, obtain the signatures of two witnesses, record the reason for breaking or installing such seal, properly record the seal number in the SOS Activity Log, and replace the SOS Activity Log in the front pocket of the canvas bag for the counting device.
- NH SOS Security Upgrade Form confirms:
  - Accuvote-OS Precinct Count firmware chip has been upgraded to the 1.96.13 firmware chip
  - Whether the counting device uses visible light read heads
  - Disconnection of modem, if present
  - Cutting of the two telephone cables
  - Disconnection of the communication port ribbon cable
  - Removal of all pins from the external communication port
- The canvas bag of each counting device must have a tag that indicates the serial number of the counting device inside.
- The counting device, the Security Upgrade Form, SOS Access Log and the SOS Activity Log shall be subject to review by the Attorney General or Secretary of State at any time.

## **Memory Card (Installing):**

Whenever the town or city clerk receives a memory card from the memory card programmer, the clerk shall record on the SOS Activity Log the:

- Breaking of the canvas bag seal
- Breaking of the metal bar seal in front of the memory card slot
- Record the memory card number on the back of the memory card
- Insertion of the memory card into the memory card slot
- Installation of a new seal on the metal bar in front of the memory card slot
- Installation of a new seal on the canvas bag
- The clerk shall store any memory card not inserted into a counting device into a safe and record the names of individuals that have access to such safe on the SOS Activity Access Log

## **Memory Card (Removing):**

Whenever the town or city clerk removes the memory card from the counting device, the clerk shall record on the SOS Activity Log the:

- Breaking of the canvas bag seal
- Breaking of the metal bar seal in front of the memory card slot
- Removal of the memory card
- Installation of a new seal on the metal bar in front of the memory card slot
- Installation of a new seal on the canvas bag
- Immediately return the memory card to the memory card programmer

## **Maintenance, Storage & Counting Device Replacement:**

- The vendor shall follow the SOS Activity Log seal procedure when performing routine maintenance on the counting device.
- Confirm that the canvas bag of each counting device has a tag that indicates the serial number of the counting device inside.
- While in a secure storage area, the metal bar in front of the memory card slot and the canvas bag shall be sealed at all times.
- If a counting device is replaced, the clerk shall retain and store the SOS Activity Log from that device
- If a counting device is replaced by the vendor, the clerk shall first test the replacement counting device using the SOS testing instructions and affix the appropriate seals.
- The clerk shall maintain an up-to-date SOS Access Log for the secure storage area and record the names of individuals that have access to the secure storage area.

## **Back-up Counting Devices:**

- Seals shall be affixed in the appropriate locations on all back-up counting devices. All cases shall contain the SOS Activity Log.

## **Testing Instructions:**

- Upon receipt of the official ballots from the Secretary of State, the clerk shall remove the number of ballots needed (the Secretary of State recommends fifty ballots per election) from among the official ballots for testing the electronic ballot counting device and keep those test ballots separate and secure from the remaining official ballots thereafter.
- The clerk should subtract the test ballots from the ballot inventory of official ballots received from the Secretary of State that is used to report election results and record this entry on the election reporting form.
- The clerk shall mark in red any ballots used for testing with the words "TEST".
- The clerk shall give public notice of the date and time of a pre-election test of the electronic ballot counting device and test ballots.
- Memory cards shall be tested with the test ballots from a jurisdiction before the memory card and official ballots are used in that jurisdiction.
- The clerk shall mark the test ballots in such a way as to demonstrate a vote for each candidate on at least one test ballot, as well as votes for less than and more than the number of candidates that may be voted for an office, write-ins, multiple votes for a candidate who appears in more than one party column for the same office on a general election ballot, and ballots on which there are no votes. The clerk shall mark as many as possible of the combinations of choices that a voter may indicate on the ballot.

- The clerk shall run each of the test ballots through the counting device in the following orientations:
  - Top First with side one face up
  - Bottom First with side one face up
  - Top first with side one face down
  - Bottom first with side one face down
- The clerk shall hand count the votes marked on the test ballots run through the electronic ballot counting device and multiply the results by 4 to account for the 4 different orientations, and check these results against the tally from the electronic ballot counting device.
- If your test results do not match your hand count results, contact the Secretary of State's Office and LHS immediately.
- If a new configuration of an electronic ballot counting device and/or memory card is used in its place, it shall be subject to a full cycle of testing and shall not be used at an election unless the results match the hand count of the clerk.
- If the electronic ballot counting device's tally does not match the hand count of the clerk, the clerk shall notify the moderator, who shall order that the electronic ballot counting device not be used at the election.
- The pre-election test shall be completed no later than the Wednesday immediately prior to the election.
- The clerk shall document and preserve the pre-election test results in a secure location:
  - The test ballots.
  - The hand count of votes on the test ballots signed by the clerk.
  - The tape results from the electronic ballot counting devices signed by the clerk.
- The clerk shall test all electronic ballot counting devices and memory cards in the possession of the town or city to be used in said election.

### **Election Day - Moderator:**

- Prior to placing the electronic ballot counting device or any memory card into service in an election, the moderator shall certify that there is evidence that pre-election testing was conducted on each electronic ballot counting device and each memory card in the clerk's possession, and that these devices and cards have passed the test.
- Upon receiving possession of a counting device on election day, the moderator shall verify all counting device seals have remained intact and verified the seal numbers on the counting device with the seals recorded on the appropriate SOS Activity Log. Any seals which have been broken should be properly re-sealed, recorded and signed in the SOS Activity Log according to the correct procedure.
- During election day, if the moderator notices that any seal on the counting device appears tampered with or broken, without an adequate record in the SOS Activity Log, the moderator shall refrain from using the counting device in that election and shall report the apparent tampering to the Attorney General, the Secretary of State, the town or city clerk, and the selectmen.