

Batch Tracking Information

Douglas County's process of tracking batches throughout the ballot removal process creates both a paper and digital ballot "manifest". The digital manifest can be used to locate batches at any time during any part of the process by looking up any of the various tracking numbers associated with the batch.

The 2-part paper form below follows the batch throughout the removal and scanning process all the way to storage. At each step, there is information filled out, as indicated by the red numbers to the left of the form. The white copy on the left is stored as artifacts, and the yellow copy on the right is stored with the ballots to identify the batches.

We also track the same information using the barcode at the bottom of the form to scan in to a database that contains the same information as the paper form. This database allows for this information to be tracked in a way that we can look at the status of any batch at any time, but also allowing us to track the location of a batch whether it be in processing or storage. The barcode is associated with the Tracking ID, and is the unique identifier we use throughout our internal process. The database uses different methods of identifying batches of envelopes and ballots to ensure compliance with Rule 7.5.9. Similar to the form, the association between the two is broken after the contest period.

BATCH TRACKING INFORMATION <small>9/7</small>		BATCH TRACKING INFORMATION <small>9/7</small>					
1 2 4 3	SECTION 1: BATCH INFORMATION <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">ENTER BATCH NUMBER</div> <input type="checkbox"/> In-Person <input type="checkbox"/> UOCAVA <input type="checkbox"/> Provisional <input type="checkbox"/> Other <small>Site of Origin (non-mail ballots only):</small>		SECTION 1: BATCH INFORMATION <div style="background-color: black; height: 40px; width: 100%;"></div> <input type="checkbox"/> In-Person <input type="checkbox"/> UOCAVA <input type="checkbox"/> Provisional <input type="checkbox"/> Other <small>Site of Origin (non-mail ballots only):</small>				
	BATCH NOTES		BATCH NOTES				
	SECTION 2: BALLOT REMOVAL 2.1 Date _____ 2.2 Table or Team Number _____ 2.3 Team Member Initials <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> DEALER PLAYER1 PLAYER2 </div>		SECTION 2: BALLOT REMOVAL 2.1 Date _____ 2.2 Table or Team Number _____ 2.3 Team Member Initials <div style="display: flex; justify-content: space-between; border-bottom: 1px solid black;"> DEALER PLAYER1 PLAYER2 </div>				
	A AND SLOTTING STEP	2.4 ENVELOPE COUNT			2.4 ENVELOPE COUNT		
		2.5 REJECTED ENVELOPES			2.5 REJECTED ENVELOPES		
		2.6 ENDING COUNT			2.6 ENDING COUNT		
	2.7 Checked In <input type="checkbox"/> 2.8 Audited <input type="checkbox"/>		2.7 Checked In <input type="checkbox"/> 2.8 Audited <input type="checkbox"/>				
	SECTION 3: BALLOT DUPLICATION 3.1 Date _____ 3.2 Team Membership _____ 3.3 SPOILED BALLOTS 3.4 DUPLICATED BALLOTS		SECTION 3: BALLOT DUPLICATION 3.1 Date _____ 3.2 Team Membership _____ 3.3 SPOILED BALLOTS 3.4 DUPLICATED BALLOTS				
	SECTION 4: BALLOT SCANNING & RESOLUTION 4.1 Date _____ 4.2 Scanner (circle one) <div style="display: flex; justify-content: center; gap: 10px;"> 1 2 3 4 </div> 4.3 SCANNED BALLOTS 4.4 <input checked="" type="checkbox"/> RESOLVED BALLOTS		SECTION 4: BALLOT SCANNING & RESOLUTION 4.1 Date _____ 4.2 Scanner (circle one) <div style="display: flex; justify-content: center; gap: 10px;"> 1 2 3 4 </div> 4.3 SCANNED BALLOTS 4.4 <input checked="" type="checkbox"/> RESOLVED BALLOTS				
	SECTION 5: ACCOUNTING & STORAGE 5.1 Envelope Storage 5.2 Sleeve Storage 5.3 Ballot Storage Yellow Copy * Scanned Ballots White Copy * Artifact Copy ----- Remove & Discard After Protest Period Ends -----		SECTION 5: ACCOUNTING & STORAGE 5.1 Envelope Storage 5.2 Sleeve Storage 5.3 Ballot Storage Yellow Copy * Scanned Ballots White Copy * Artifact Copy ----- Remove & Discard After Protest Period Ends -----				
5.5 Tracking ID 1000		5.6 Scan Batch ID 					

Step 1: The batch is processed through the mail sorter and assigned a Batch ID Number, which is used to identify the batch in SCORE.

The Mail Ballot Removal Lead writes the batch number on the form, and checks it in to the database to associate the Batch ID, Tracking ID Number (5.5), and batch size as indicated by the SCORE batch information.

Step 2: A Ballot Removal Team removes the batch, scans the Tracking ID to “Check Out” the batch, and tells the database which team is checking out the batch.

The ballots and envelopes are separated and dealt. Counts are done on the batch to determine size of batch, teams initial form, and “Check In” the batch in to the database.

Batch then goes to Audit, where the batch is scanned in to the database, and the number recorded by the Removal Team is entered in to the database. The database will then notify the Auditor if a batch size has changed or if a random audit needs to be done on the batch.

Step 3: Batch enters the Ballot Counting Room and is delivered to Ballot Accounting. The form is scanned in to the database and assigned to a scan station. Sections 4.1, 4.2, and 5.2 are filled out by the Accountant and the batch is delivered to the assigned Scanner.

The Scanner then scans the ballots, fills out 4.3, 5.1, and 5.3 for storage as well as 5.6. The yellow part stays with the ballots, and the white part goes back to the Accountant.

The Accountant scans the form in to the database, then enters 4.3, 5.1, and 5.3 for tracking purposes. The form is then given to the Resolution Teams for adjudication.

Step 4: If a batch needs to be duplicated, the batch can be reassigned from a Scan Station in the Ballot Counting Room to Duplication. The Duplication Team fills out Section 3 where applicable and returns the batch to Ballot Accounting.