

APPENDIX O

Vermont Chain of Custody Procedures for Municipalities Using Accuvote Optical Scan Tabulating Machines

The following procedures, including maintenance of a written log, must be followed by all Town Clerks and Presiding Officers in municipalities using optical scan tabulators in Vermont. Please place a copy of this procedure in your Elections Notebook and follow these procedures for EACH ELECTION that you use the Accuvote machine for.

1. Town Clerks and Presiding Officers must keep the optical scan tabulator with the memory card in the machine locked securely in the vault at all times except when the tabulator is being used to do the ballot test deck procedures prior to an election and on Election Day when the machines are in the polling places. Programmed memory cards shall be stored securely at all times in the machine with a tamper proof seal affixed. Each access, transfer, or transmittal of a tabulating machine or memory card must be logged in a paper log book with signatures.
2. The memory card(s) must be transmitted to LHS Associates either in person or by UPS, FED EX, or other delivery service with signature required. Each transmission must be logged.
3. Town Clerks must create a log book for the tabulator machines and memory cards. Throughout the life of the voting system, the Town Clerk and/or Presiding Officer shall maintain control of all tabulator machines and all memory cards. The Town Clerk must keep a perpetual chain of custody record (log) for each memory card and for each machine.
4. The log book must include a sign out/ sign in log that includes an entry with time, date and signature(s) for each time a memory card is removed from the vault and sent to LHS, when the memory card is received back and returned to the vault, when the test deck procedures are done, when the machines are taken to the polling place, and when the tabulators are returned to the vault. If it is necessary for any other reason to remove a tabulating machine or a memory card from your vault, you must make a complete entry into the log book.
5. At the time the memory card(s) is received after configuration by LHS for the election, each Clerk must now log in and affix a serialized tamper proof seal on the mechanism outside where the memory card is put into the machine and the tamper proof seal must remain until after the election when the card will be returned to LHS for configuration for the next election. In the event of a memory card malfunction which would necessitate a replacement of the memory card during the testing procedure or on Election day, the seal should be broken, the replacement memory card installed, re-sealed in the machine, logged into the log book, tested, then set into election mode.
6. At the polling place, in post-election mode, each Clerk or Presiding Officer must print the results report prior to removing the memory card from the optical scanner. If additional reports other than the results report are available, print these as well.
7. When the Presiding Officer leaves the polling place, the Presiding Officer must return the tabulating machine with the memory card still inside the tamper proof seal to the Town Clerk for storage in the vault. The Town Clerk will remove the tamper proof seal when the card is to be transferred to LHS for configuration for the next election. This will be logged in the log book.
8. A sample log book entry sheet is attached for your use. You can prepare your own log book if you choose, but you must include a place for all of the required entries: Sign in / Sign out of memory card or machine; date of activity; time of activity; purpose/reason for the activity or transfer of a card or machine and the tamper proof seal # that was either affixed or remains in place. You can maintain the log book electronically and then print it out each time for signatures but there must be two signatures for each activity or transfer.

Accuvote Vote Tabulating Machine and Memory Card Access Log (Sample Entries)

In/ Out Card/Machine	Date	Time	Signatures 2 Required	Purpose for Activity or Transfer of Card or Machine and Seal # Affixed
<i>IN machine & card</i>	<i>3/7/06</i>	<i>9p.m.</i>	<i>Kathleen DeWolfe Melanie Hodge</i>	<i>Town Meeting Day voting completed; machine & card stored in town vault with seal # XXXXX still affixed.</i>
<i>OUT card only</i>	<i>6/14/06</i>	<i>9a.m.</i>	<i>Kathleen DeWolfe Melanie Hodge</i>	<i>Removed tamper proof seal # XXXX & removed card; card sent to LHS for configuration for Primary Election by UPS signature required Tracking # XXXXXXXX</i>
<i>IN card only</i>	<i>8/24/06</i>	<i>11am</i>	<i>David Crossman Melanie Hodge</i>	<i>Card returned from LHS by Fed Ex Ground Tracking # XXXXXXXXXX; Card inserted in machine and tamper proof seal # XXXXX affixed.</i>
<i>OUT machine & card</i>	<i>8/29/06</i>	<i>10am</i>	<i>Melanie Hodge David Crossman</i>	<i>Machine and card out of vault to conference room to do ballot deck testing; ballot testing was good so seal #XXXXX remains in place.</i>
<i>In machine & card</i>	<i>8/29/06</i>	<i>11:45</i>	<i>Melanie Hodge David Crossman</i>	<i>Test Deck completed so machine & card returned to vault until election day with seal # XXXX in place.</i>

