

**Vermont Chain of Custody Procedures**  
for Municipalities Using Accuvote Optical Scan Tabulators

**The following procedures, including maintenance of a written log, must be followed by all Town Clerks and Presiding Officers using optical scan tabulators. You must follow these procedures each time you move a memory card or tabulator. Memory cards must be sealed in a tabulator, sealed in a storage container, or sealed in a delivery service envelope for transmittal to LHS for configuration at all times.**

1. Town Clerks 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. After testing, Memory Card A shall be stored securely in the tabulator with a tamper proof seal affixed and Memory Card B for backup must be sealed in the card holder provided by the Secretary of State. Each access, transfer, or transmittal of a tabulator or a memory card must be logged on a paper log with signatures of two election officials.
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 maintain a log book for the tabulator and for the memory cards. Throughout the life of the voting system, the Town Clerk shall maintain control of all tabulators and all memory cards unless the memory cards have been sent for configuration. The Town Clerk must keep a perpetual chain of custody record (log) for each memory card and for each tabulator.
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 sealed in either the tabulator or memory card holder, when the test deck procedures are done, when maintenance is performed, when the machines are taken to the polling place, and when the tabulator(s) and memory cards are returned to the vault. Every time a tabulator or a memory card is moved from your vault, you must make a complete entry into the log book.
5. At the time the memory cards are received after configuration by LHS for the election, each Clerk must log in and affix a numbered tamper proof seal on the memory card holder, and then after ballot testing procedures are completed, Memory Card A is sealed into the tabulator and Memory Card B will be sealed in the card holder. Both seals must remain until after the election, unless the backup card is needed during the election. If Memory Card A malfunctions and LHS advises you to install Memory Card B, the seal can be broken, replacement Memory Card B installed, seal Memory Card B in the tabulator, then set into election mode and record in log book. Return Memory Card A to LHS if it does malfunction.
- 6. If a new memory card must be burned by LHS on Election Day because of problems with memory cards A and B, then a logic and accuracy test must be performed on the newly created memory card using the ballot test deck, before the tabulator is set into election mode.**
7. At the polling place, each Clerk or Presiding Officer must print the results tape prior to removing the memory card from the optical scanner. Print as many results tapes as needed before powering off the tabulator.
8. When the Presiding Officer leaves the polling place, the Presiding Officer must return the tabulator with the memory card still inside the tamper proof seal and the backup Memory Card B still sealed in the holder to the Town Clerk for storage in the vault. The Town Clerk will remove the tamper proof seals when the cards are to be transferred to LHS for configuration for the next election. This will be logged in the log book.
9. A sample log book entry sheet is attached. 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 tabulator; date of activity; time of activity; purpose/reason for the activity or transfer of a card or machine and the tamper proof seal number that was either affixed or remains in place.

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

<b>In/ Out Card/Machine</b>	<b>Date</b>	<b>Time</b>	<b>Signatures 2 Required</b>	<b>Purpose for Activity or Transfer of Card or Machine and Seal # Affixed</b>
<i>IN machine &amp; card</i>	<i>3/7/06</i>	<i>9p.m.</i>	<i>Kathleen DeWolfe Melanie Hodge</i>	<i>Town Meeting Day voting completed; machine &amp; 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 &amp; 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 &amp; 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 &amp; card</i>	<i>8/29/06</i>	<i>11:45</i>	<i>Melanie Hodge David Crossman</i>	<i>Test Deck completed so machine &amp; card returned to vault until election day with seal # XXXX in place.</i>

