Sequoia Acceptance Testing Warehouse Process

Process #	Description	Owner	Related Forms
1	***Send Purchase Orders to Vendor(s) in Order Received*** OGS – Finance coordinates all voting system purchasing for the State of New York. OGS – Finance prepares Purchase Orders (POs) for each County's voting system request based on the order received (time stamped). OGS – Finance will send PO to the appropriate approved voting system vendor.	OGS – Finance	County Purchase Orders (POs)
2	***Prepare Voting Systems for Acceptance Testing Delivery*** Voting system vendor will receive POs from OGS – Finance. The voting system vendor will prepare a shipment for delivery to the New York State Acceptance Testing Warehouse (ATW) NYS Campus Building #3.	Voting System Vendor	POs
3	***Coordinate Delivery with SBOE (shipment will be based on PO number sequence)*** Voting system vendor will contact SBOE to coordinate the shipment of voting systems to the ATW. The delivery schedule will be based on PO number sequence. Each vendor that committed to delivering 10% of each counties order will be required to follow the OGS county ranking. For vendors who did not commit to the 10% delivery, such vendors will be required to follow the OGS ranking for filling orders.	Voting System Vendor	POs
4	***Ship voting systems to NYS Campus Building #3 (warehouse)*** Voting system vendor will ship voting system to ATW based on the requirements from VVSG.	Voting System Vendor	
5	***Take delivery of voting systems at acceptance testing warehouse***	Voting System Vendor	

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	Voting system vendor will manage all aspects of delivery. SBOE must be informed on the date and time of each delivery.		
6	*Unload voting systems from truck and place in vendor area of warehouse* Voting system vendor will manage the unloading of every voting system entering the ATW.	Voting System Vendor / Shipping company	
7	*Unpack, setup and conduct initial inspection of voting systems* Voting system vendor will prepare each voting system for acceptance testing. The vendor has the following responsibilities upon arrival: • Unpack / Uncrate voting system • Setup • Conduct initial inspection • Ensures that machine turns on	Voting System Vendor	Vendor Verification Form
8	*Conduct inventory of voting systems in vendor designated area* SBOE will inventory each voting system. SBOE will: • Verify Master Serial Number • Verify County Serial Number • Perform Inventory – Verify items are present • Conduct final inspection for physical damage	SBOE Campus	Inventory and Inspection Form
9	*Mark each voting system with county identification stickers and randomly select BMD(s) for comprehensive functional testing.* SBOE will identify each voting system by placing a sticker that designates which County it will be shipped to at the completion of acceptance testing. SBOE will randomly select required number of BMD(s) per delivery to conduct comprehensive functional testing and will place a sticker for clear identification.	SBOE Campus	

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10	***Move voting systems to Hash Checking area*** SBOE prepares voting system for hash checking. The voting system is moved into designated area controlled by SBOE.	SBOE Campus	
11	***Conduct Hash Check and Scan Bar Code(s)*** SBOE conducts hash check to ensure that the system has the same firmware / software that was authorized by the ITA. SBOE scans bar codes to log into inventory tracking system. Sequoia • Master Serial Number Bar Code: i.e. NYxxxxxxxxx • County Serial Number: i.e. xx-xxxxxx-xxxx-xxxx	SBOE Campus	Hash Check Procedures
12	***Pass*** Firmware verification decision point Pass / Fail.	SBOE Campus	Firmware Verification Form
13	***Return to Vendor*** SBOE will return the voting system to the vendor if it doesn't pass the hash check. The voting system vendor will have to correct the problem before the voting system moves forward with any acceptance testing. The contract allows the vendor 15 days to correct deficiency / issue. The vendor may elect to correct the deficiency / issue onsite in their designated area of the ATW or send system offsite for repair. If the vendor elects to send the system offsite the system will have to start the acceptance testing process from the beginning upon return to the ATW.	SBOE Campus	Acceptance Testing Issue Form
14	***Attach security seals (if appropriate)***	SBOE Campus	Firmware Verification

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	SBOE will attach tamper resistant security seals to signal that the voting system has passed the hash check verification and will be scanned into the inventory tracking system. The seals will be placed on the systems components that contain the firmware / software. If the seals show any evidence of being tampered with the voting system will be sent back for another hash check test. These seals will be placed on voting systems according to vendor provided procedures.		Form
15	***Place results in voting system acceptance testing packet*** SBOE will signoff on the hash check verification form.	SBOE	Firmware Verification Form
16	***Move voting systems to general acceptance testing area*** SBOE will move voting systems into acceptance testing area. The voting systems will be aligned by County and Serial Number.	SBOE	
17	***Determine what voting systems are assigned to each temp staff worker*** SBOE will assign voting systems to each temp staff that has the appropriate training. SBOE will inform the temp staff to which functional test will be performed: Comprehensive or Standard functional test.	SBOE	
18	***Move voting systems into proper placement for testing*** Temp Staff will move assigned voting systems into designated area for acceptance testing and prepare voting system.	Temp Staff	
19	***Conduct Acceptance Testing per SBOE provided checklist*** Temp staff will conduct acceptance test by completing each step listed on the checklist.	Temp Staff	Functional Verification Form
20	***Pass Acceptance Testing***	Temp Staff	

Process #	Description	Owner	Related Forms
	Acceptance Testing Decision Point – Pass / Fail		
21	***Notify Onsite SBOE staff to review reason for failure*** Temp staff must immediately notify SBOE staff if a voting system has failed any step on the checklist.	Temp Staff / SBOE Campus	
22	***Determine action required to mitigate failure issue*** SBOE will review the issue with designated Temp Staff involved. SBOE will determine if it is a true system failure or a training issue.	SBOE Campus	
23	***Retrain staff on Acceptance Testing Procedures*** SBOE will retrain temp staff if the failure was caused by a training issue. If the Temp Staff is unable to conduct the acceptance test the SBOE will seek resolution with temp agency per contract agreement.	SBOE Campus	
24	***Notify vendor, attach sticker and arrange to send system back*** SBOE will notify the onsite vendor representative of deficiency / issue and send the system to the vendor area of the warehouse. The system will have a sticker placed on the voting system designating that the system has failed acceptance testing. This allows for easy identification of all parties involved in the acceptance testing process. The vendor may elect to correct the deficiency / issue onsite in their designated area of the ATW or send system offsite for repair. If the vendor elects to send the system offsite the system will have to start the acceptance testing process from the beginning upon return to the ATW.	SBOE Campus	Issue Form
25	***Compile and Sign-off on Acceptance Testing Packet*** Temp staff will gather all required documentation and sign all required	Temp Staff	Acceptance Test Packet

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	documents verifying a successful acceptance test. The temp staff will place all materials into a packet designated by SBOE.		
26	***Return packet and BMD to SBOE*** Once the packet is complete the temp staff will deliver the packet and BMD to SBOE for their final review.	Temp Staff	Acceptance Test Packet
27	***Review acceptance testing packet for completeness*** SBOE reviews acceptance testing packet for completeness. • Review all forms for accuracy and signatures • Review ballots cast for accuracy	SBOE - Campus	Acceptance Test Packet
28	***Attach Final Security Seals and Scan Bar Codes*** SBOE will attach final security seals and their associated serial numbers will be scanned into the inventory tracking system. Sequoia Seals: • Printer seal • ATI seal • Ballot box seal	SBOE - Campus	Acceptance Test Packet
29	***Sign-off on the completion of the acceptance test*** SBOE will review the completed packet to ensure that all tests have been conducted and have received a 'pass'. SBOE signs all necessary paper work confirming that the system has passed the acceptance test. SBOE places the acceptance test packet in the ballot box containing the following: • a copy of the checklist. • a copy of the county receipt form	SBOE - Campus	Acceptance Test Packet

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30	**_Place acceptance testing packet into secure storage_** SBOE retains acceptance testing packet according to NYS Rules and Regulations and places packet in secured storage.	SBOE - Steuben	Acceptance Test Packet
31	**_Notify OGS – Finance that County order has been fully accepted_** SBOE notifies OGS – Finance that a county order has been fully accepted by completing the Receiving copy of the purchase order including the date, number of voting systems being accepted and signature or accepting party. Copies of the Receiving copy of the PO should be made to facilitate reporting of receiving of partial orders. This notification allows OGS – Finance to proceed with the payment process.	SBOE - Steuben	Receiving copy of Purchase Order
32	**_Send voting system back to vendor area for packing_** SBOE sends voting system back to vendor area to be prepared for packing.	SBOE - Campus	
33	**_Prepares voting system for shipment to county_** Voting system vendor prepares voting system for shipment.	Voting System Vendor	
34	**_Coordinates shipment with county per contract_** Voting system vendor will manage all aspects of shipment. OGS – Finance and SBOE must be informed on the date and time of each shipment. Voting system vendor will coordinate the transfer of ownership from vendor to county.	Voting System Vendor	Contracts