

County Receipt Process

Process #	Description	Owner	Related Forms
1	<p><i>Deliver BMDs to County with SBOE Acceptance Testing Packet</i></p> <p>Voting system vendor will co-ordinate the delivery of BMDs from NYS Campus Building #3 to specified county location(s). It is the responsibility of each county to be prepared for receipt of BMDs. The vendor's delivery schedule is based on the purchase order date designated by NYS Office of General Services (OGS).</p> <p>The State Board of Elections (SBOE) will send each County Board of Elections (CBOE) an acceptance testing packet for each BMD that includes:</p> <ul style="list-style-type: none"> • Serial number of each Ballot Marking Device (BMD) that passed acceptance testing • Serial number and location of each security seal (Firmware Verification Form, Functional Verification Form) • Inventory checklist (Inventory and Inspection Form) • SBOE - Master Serial Number Control List (MS Excel) <p>The acceptance testing packet will be shipped with each corresponding BMD. The SBOE will email the Master Serial Number Control List to designated CBOE contact before delivery to CBOE drop location. The SBOE will also provide County Receipt Forms to be used by the County upon delivery of BMDs.</p>	SBOE	<p><i>Forms to be used for verification</i></p> <p>SBOE - Vendor Verification Form SBOE - Inventory and Inspection Form SBOE - Firmware Verification Form SBOE - Functional Verification Form SBOE - OGS Acceptance Form SBOE - Master Serial Number Control List</p> <p><i>Forms to be filled out by CBOE</i></p> <p>CBOE - Inventory and Inspection Form CBOE - Issue Form CBOE - Delivery Receipt Form CBOE - Functional Verification Form</p>
2	<p><i>CBOE to Receive Acceptance Testing Packet and County Receipt Forms</i></p> <p>Upon delivery of the BMDs, CBOE will confirm that the SBOE Acceptance Testing packet has been delivered with each BMD and will indicate this on the CBOE - Inspection Form.</p> <p>CBOE will confirm receipt of County Receipt forms and email containing the SBOE - Master Serial Number Control List (MS Excel).</p>	CBOE	<p><i>Forms to be used for verification</i></p> <p>SBOE - Vendor Verification Form SBOE - Inventory and Inspection Form SBOE - Firmware Verification Form SBOE - Functional Verification Form SBOE - OGS Acceptance Form SBOE - Master Serial Number Control List</p>

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			<p><i>Forms to be filled out by CBOE</i> CBOE - Inventory and Inspection Form CBOE - Issue Form CBOE - Delivery Receipt Form CBOE - Functional Verification Form</p>
3	<p><i>Verify Inventory</i></p> <p>Each CBOE will verify the quantity of BMDs delivered against the purchase order. CBOE will confirm the master serial numbers of each BMD by cross-referencing the list provided by SBOE. CBOE will confirm that all components and accessories are accounted for by using an inventory checklist that is provided in the packet.</p>	CBOE	<p><i>Forms to be used for verification</i> OGS – Purchase Order Vendor - Master Serial Number List SBOE - Master Serial Number Control List SBOE - Inventory and Inspection Form</p> <p><i>Forms to be filled out by CBOE</i> CBOE - Inventory and Inspection Form</p>
4	<p><i>Verify Security Seals</i></p> <p>Each CBOE will verify that all security seals are intact. If any seals show evidence of tampering the CBOE must contact the SBOE to report incident and perform firmware verification (hash check) on BMD before it is formally accepted into county inventory. (see attached photos)</p>	CBOE	<p><i>Forms to be used for verification</i> SBOE - Firmware Verification Form SBOE - Functional Verification Form</p> <p><i>Forms to be filled out by CBOE</i> CBOE - Inventory and Inspection Form CBOE - Functional Verification Form</p> <p><i>Documentation</i> Sequoia Ballot Marking Device Hash Check Procedure ES&S Ballot Marking Device Hash Check Procedure</p>
5	<p><i>Inspect BMD for Damage</i></p> <p>CBOE will inspect each BMD for any signs of physical damage that occurred while BMD was in the custody of the vendor.</p>	CBOE	<p><i>Forms to be filled out by CBOE</i> CBOE - Inventory and Inspection Form</p>

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6	<p><i>Verify BMD Functionality</i></p> <p>CBOE will confirm that the BMD executes basic functions after transport from NYS Campus Building #3. These functions include:</p> <ul style="list-style-type: none"> • Powering on unit • Confirming that the test ballot loads • Verifying all displays <p>(see attached photos)</p>	CBOE	<p><i>Forms to be filled out by CBOE</i></p> <p>CBOE - Inventory and Inspection Form CBOE - Functional Verification Form</p>
7	<p><i>Notify OGS of Receipt of BMDs</i></p> <p>CBOE will notify OGS when each machine delivery is received and the functional status of each BMD. CBOE will follow the process that was defined by OGS.</p>	CBOE	<p><i>Forms to be filled out by CBOE</i></p> <p>OGS – Purchase Order</p>
8	<p><i>Notify SBOE of Receipt of BMDs</i></p> <p>CBOE will notify SBOE of the final receipt of BMDs. CBOE will send a copy of all county receipt forms per BMD upon final receipt signoff.</p>	CBOE	<p><i>Forms to be filled out by CBOE</i></p> <p>CBOE – Delivery Receipt Form</p> <p><i>Copy of forms to be sent to SBOE</i></p> <p>CBOE – Inventory and Inspection Form CBOE – Issue Form CBOE – Delivery Receipt Form CBOE – Functional Verification Form</p>

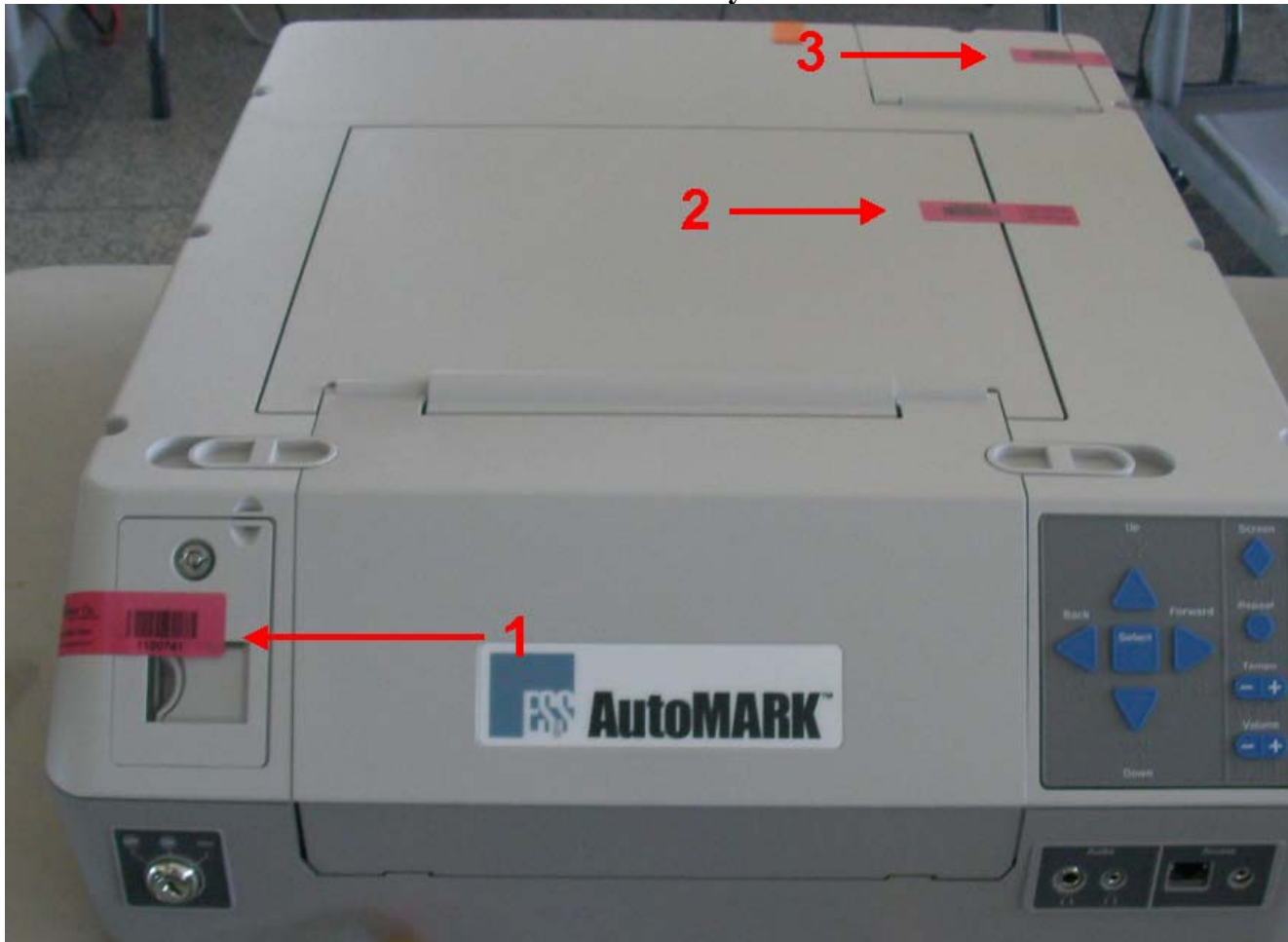
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Verify Security Seals

The following screenshots illustrate the placement of security seals that will be used in Process #4.

AutoMARK – ES&S

3 External Security Seals



County Receipt Process

Seal #1 – CF Card Access Door



Seal #2 -



Seal #3 – Printer Compartment Door



County Receipt Process

Sequoia

Ballot Box Door



Administrator and Poll Worker Ports



ATI Port



Ballot Printer Cover



Printer CF Card Access Door



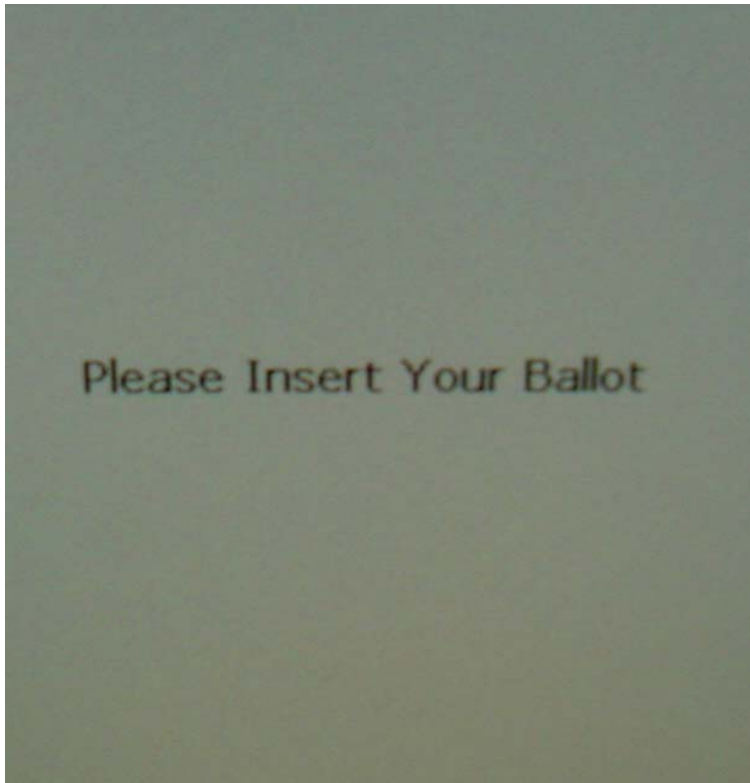
County Receipt Process

Verify BMD Functionality - Display Verification

The following screenshots illustrate the proper display(s) that will be used for Process #6.

AutoMARK – ES&S

Touch Screen Monitor



Sequoia

19" LCD Display Screen



Operator Screen on ImageCast

