

City of San Francisco Department of Elections

400C Pre-Election LAT Procedure (REGULAR)

Please use the following list to verify that all pre-election LAT items have been checked and completed.

NOTE: Phases I to III are performed only during the initial 400C set-up. The “Not applicable” indicates this step was completed during the set-up.

PHASE I: PHYSICAL INSPECTION <input type="checkbox"/> Not Applicable		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1) Open back door and ensure all cables are connected.
<input type="checkbox"/>	<input type="checkbox"/>	2) Ensure the ballot guides at the main output are extended. Warning: Failure to do so can jam ballots.
<input type="checkbox"/>	<input type="checkbox"/>	3) Ensure the ballot cart—with your own ballot box—is on the left end of the machine, 6-8 inches from the machine and the grounding cable is connected. Note: A legal-size banker’s box with attachable lid works well as the ballot box.
<input type="checkbox"/>	<input type="checkbox"/>	4) Ensure the unit is connected to AC power.
PHASE II: POWER ON 400C® <input type="checkbox"/> Not Applicable		
YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	1) Open the front door and turn on the UPS (uninterruptible power supply). Push down and hold button for three seconds, until you hear the beep and the light turns on. Allow the machine to boot up.
<input type="checkbox"/>	<input type="checkbox"/>	2) Verify that two icons appear on the Windows desktop—400C diagnostic (a yellow block with ballot) and WinETP (containing the blue and gray Sequoia logo).

DATE
9/ 28 / 2018

Test # - Part 1
F21 *F21*

Precinct #.
1101 *1101*

400C Serial # 200298
200298
Asset Tag # 400C01
400C01

DOE Tester initial

DOE verifier initial

Ballot Type 01
01

PHASE III: INITIALIZE 400C®		<input type="checkbox"/> Not Applicable
YES	No	
<input type="checkbox"/>	<input type="checkbox"/>	1) Open the WinETP program. If an election is open, click File > Close> then Click File > Open> and select the correct election files to open the election.
<input type="checkbox"/>	<input type="checkbox"/>	2) Click File > Initialize > to reset election totals to zero.
<input type="checkbox"/>	<input type="checkbox"/>	3) Ensure parameters are set to the following: <ul style="list-style-type: none"> • Operating mode is Precinct Header Mode (the default) • Separate and absentee ballots is set to No (the default)
<input type="checkbox"/>	<input type="checkbox"/>	• 4) Verify the Date is correct _____. DOE staff to verify and initial here. DOE Initials:

PHASE IV: RUN TEST DECKS (RUN PHASE IV AND V FOR EACH PRECINCT)		
YES	No	
<input type="checkbox"/>	<input type="checkbox"/>	1) Select Next precinct. Click Precinct > Start > Select next precinct > Click OK.
<input type="checkbox"/>	<input type="checkbox"/>	2) Run the pre-marked test deck through the 400C. Press Enter to feed ballots.
<input type="checkbox"/>	<input type="checkbox"/>	3) Ensure that the expected results are met in terms of write-in ballots outstacked

PHASE V: RUN REPORT AND VERIFY TOTALS		
YES	No	
		For each Precinct
<input type="checkbox"/>	<input type="checkbox"/>	1) Run Report. <ul style="list-style-type: none"> • Click Reports > Precinct > • In window, type each precinct. Report will print to printer or display.
<input type="checkbox"/>	<input type="checkbox"/>	2) Verify that the total number of cards processed is _____.

*** END ***

DATE 9 / 28 / 2018

400C - Precinct Report Reconciliation (Regular)

The form is designed for the L&A Test Reviewer (Proofer) to document the test results after the 400C precinct report has been validated against the pre-determined results on the L&A test scripts. Place a check in the "Matched Results" box if the 400C Precinct Report matches the expected results. Verify Total Ballots counted, the total votes counted for each candidate and choice, including Write-Ins for non-RCV contests (if applicable), Overvotes and Undervotes, and the number of "Yes" and "No" votes in any proposition/measure. Verify the total numbers of ballot cards listed on the Precinct Report as "Counted." If the result is different, document discrepancies and the resolutions on this form. Any mis-marked or damaged ballot must be replaced with a correctly marked ballot and the test re-run until the results match the scripts.

PRECINCT #: 1101
1101

MACHINE SERIAL #: 200298
200298

BT: 01
001

REVIEWER NAME:

[Redacted]

SIGNATURE

[Redacted]

TOTAL BALLOT CARDS COUNTED: Script _____ Report

400C PPRECINCT REPORT RESULTS MATCHED SCRIPTS?

YES YES

NO NO

Problem 1

Description: _____

Resolution: _____

Problem 2

Description: _____

Resolution: _____

Problem 3

Description: _____

Resolution: _____

DATE 9/28 / 2018


400C - WinEDS Precinct Report Reconciliation (Regular)

The form is designed for the L&A Test Reviewer (Proofer) to document the test results after the 400C or the Insight test data has been uploaded to WinEDS and the precinct report has been validated against the pre-determined results on the L&A test scripts. Place a check in the "Matched Results" box if the WinEDS Precinct Report matches the expected results. If the result is different, alert the testing supervisor to investigate and to resolve the problem immediately.

PRECINCT #: 1101
1101

MACHINE SERIAL # : 200298
200298

BT 01
001

REVIEWER NAME: 

SIGNATURE 

WinEDS PRECINCT REPORTS RESULTS MATCHED SCRIPTS?

YES YES

NO NO

Problem 1

Description: _____

Resolution: _____

Problem 2

Description: _____

Resolution: _____

Problem 3

Description: _____

Resolution: _____

