



**PIMA COUNTY**

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**ELECTIONS**

# **Inspection Board**

## **Instructional Handout**

# This is the form you will complete for your Inspection process.

## INSPECTION BOARD LOG METAL BALLOT BOX

Election Date \_\_\_\_\_ Time \_\_\_\_\_ VA Number \_\_\_\_\_

Seal Numbers on the Metal Ballot Box: \_\_\_\_\_

Seal Numbers on Seal Log: \_\_\_\_\_

Please answer the following questions by circling the YES or NO:

- |  |     |    |
|--|-----|----|
| 1. Are the Voted Ballots in the Metal Ballot Box?        | YES | NO |
| 2. Is the Yellow Ballot Report in the Metal Ballot Box?  | YES | NO |
| 3. Is the Touch Screen Canister in the Metal Ballot Box? | YES | NO |
| 4. Is the Touch Screen Canister sealed?                  | YES | NO |

If not, seal the canister and write the new seal number here: \_\_\_\_\_

Please make a list of all items in the Metal Ballot Box that were included erroneously.

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**If you circled "NO" for Question 1, notify the Inspection Board supervisor.**

\_\_\_\_\_  
Inspection Board Member Signature

\_\_\_\_\_  
Inspection Board Member Signature

\_\_\_\_\_  
Inspection Board Member Printed

\_\_\_\_\_  
Inspection Board Member Printed

White Copy – Inspection Board Members

Yellow Copy – Attached to Metal Ballot Box



**Fill out the form, step by step.**

Check in the Metal Ballot Box first, ensuring that the seals are in place.  
 Check the seals against the seal log and annotate it on the form.



**INSPECTION BOARD LOG  
 METAL BALLOT BOX**

Election Date 11/8/16 Time 8:36 VA Number 100

Seal Numbers on the Metal Ballot Box: 1895005 1596600

Seal Numbers on Seal Log: 1895005 1596600

Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box? YES NO
2. Is the Yellow Ballot Report in the Metal Ballot Box? YES NO
3. Is the Touch Screen Canister in the Metal Ballot Box? YES NO
4. Is the Touch Screen Canister sealed? YES NO

Write the new seal number here: \_\_\_\_\_

Metal Ballot Box that were included erroneously.

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_, notify the Inspection Board supervisor.

\_\_\_\_\_  
 Inspection Board Member Signature

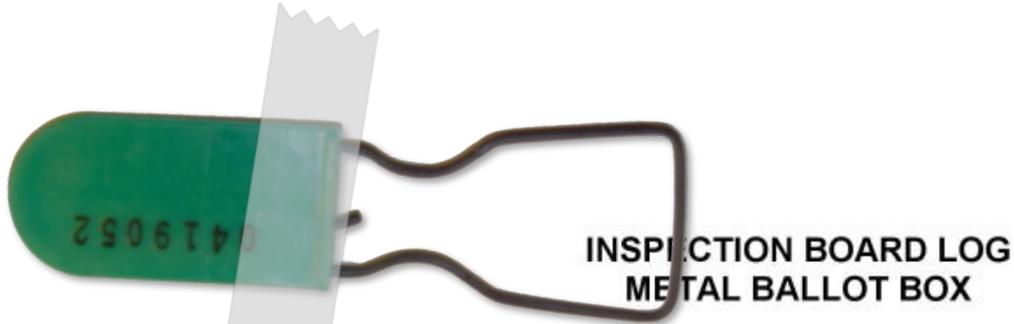
\_\_\_\_\_  
 Inspection Board Member Printed

White Copy – Inspection Board Members      Yellow Copy – Attached to Metal Ballot Box

**SEAL LOG FOR METAL BALLOT BOXES (SAMPLE)**

VA	MORNING SEAL	EVENING SEAL - BACK LATCH	EVENING SEAL - SLOT LATCH
100	1895000	1895005	1596600
101	1895001	1895006	1596601
102	1895002	1895007	1596602
103	1895003	1895008	1596603
104	1895004	1895009	1596604

**Remove the seal ONLY on the larger door.** Tape the seal to the upper left corner of the Inspection Board Log form.



Election Date 11/8/16 Time 8:36 VA Number 100

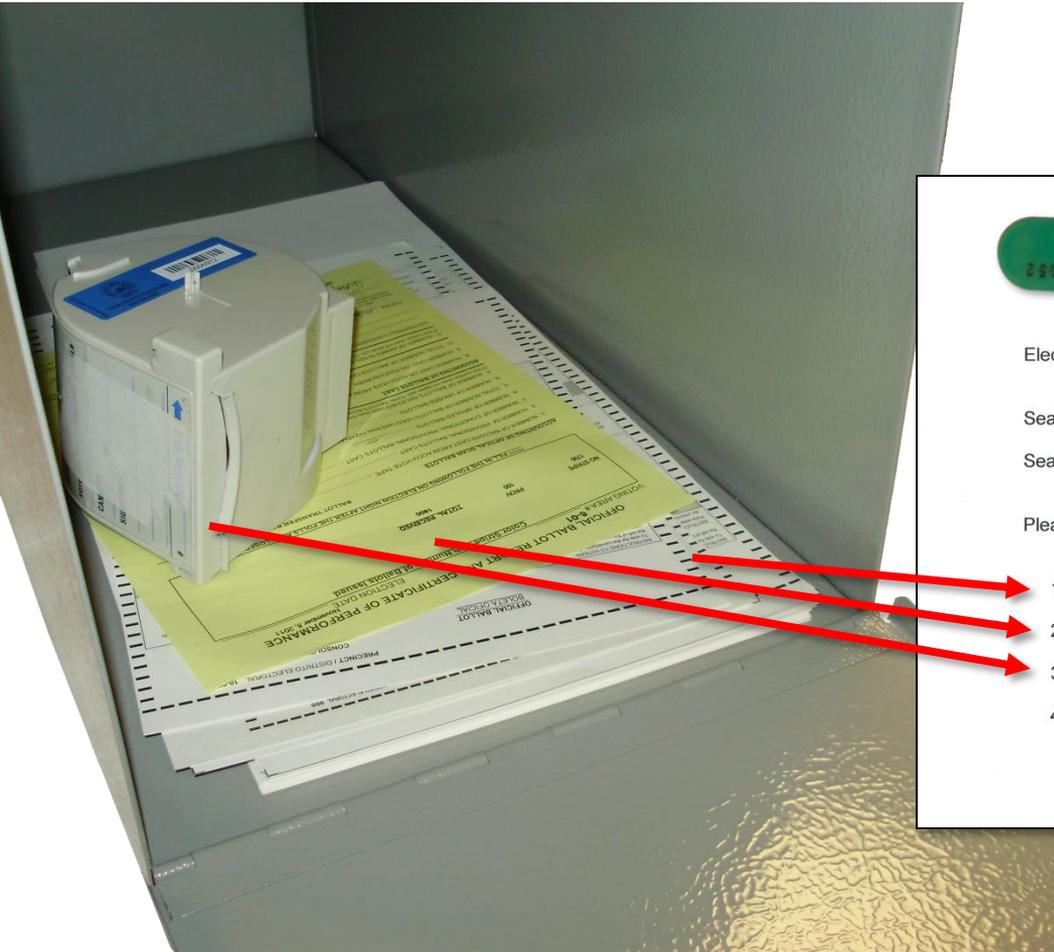
Seal Numbers on the Metal Ballot Box: 1895005 1596600

Seal Numbers on Seal Log: 1895005 1596600

Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box? YES NO

# Answer the questions on the form by circling either YES or NO



 INSPECTION BOARD LOG  
METAL BALLOT BOX

Election Date 11/8/16 Time 8:36 VA Number 100

Seal Numbers on the Metal Ballot Box: 1895005 1596600

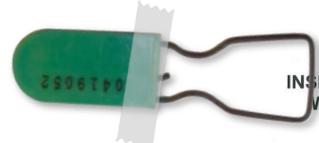
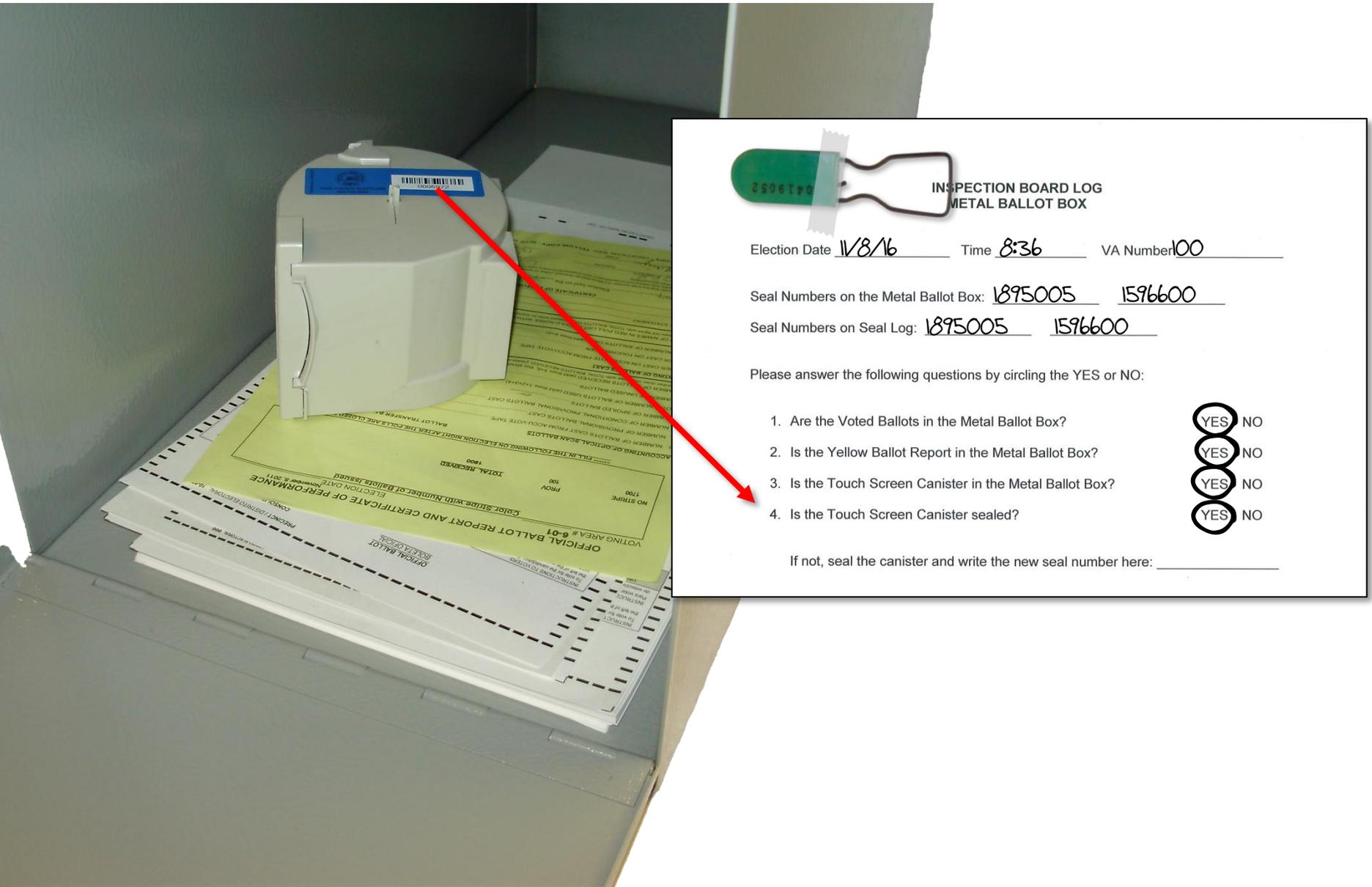
Seal Numbers on Seal Log: 1895005 1596600

Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box?  YES  NO
2. Is the Yellow Ballot Report in the Metal Ballot Box?  YES  NO
3. Is the Touch Screen Canister in the Metal Ballot Box?  YES  NO
4. Is the Touch Screen Canister sealed?  YES  NO

If not, seal the canister and write the new seal number here: \_\_\_\_\_

- Next, check if the Touch Screen canister is sealed.



INSPECTION BOARD LOG  
METAL BALLOT BOX

Election Date 11/8/16 Time 8:36 VA Number 100

Seal Numbers on the Metal Ballot Box: 1895005 1596600

Seal Numbers on Seal Log: 1895005 1596600

Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box?  YES  NO
2. Is the Yellow Ballot Report in the Metal Ballot Box?  YES  NO
3. Is the Touch Screen Canister in the Metal Ballot Box?  YES  NO
4. Is the Touch Screen Canister sealed?  YES  NO

If not, seal the canister and write the new seal number here: \_\_\_\_\_

- If the Touch Screen canister is not sealed, you'll need to attach a new seal and annotate the number on the form.



INSPECTION BOARD LOG  
METAL BALLOT BOX

Election Date 11/8/16 Time 8:36 VA Number 100

Seal Numbers on the Metal Ballot Box: 1895005 1596600

Seal Numbers on Seal Log: 1895005 1596600

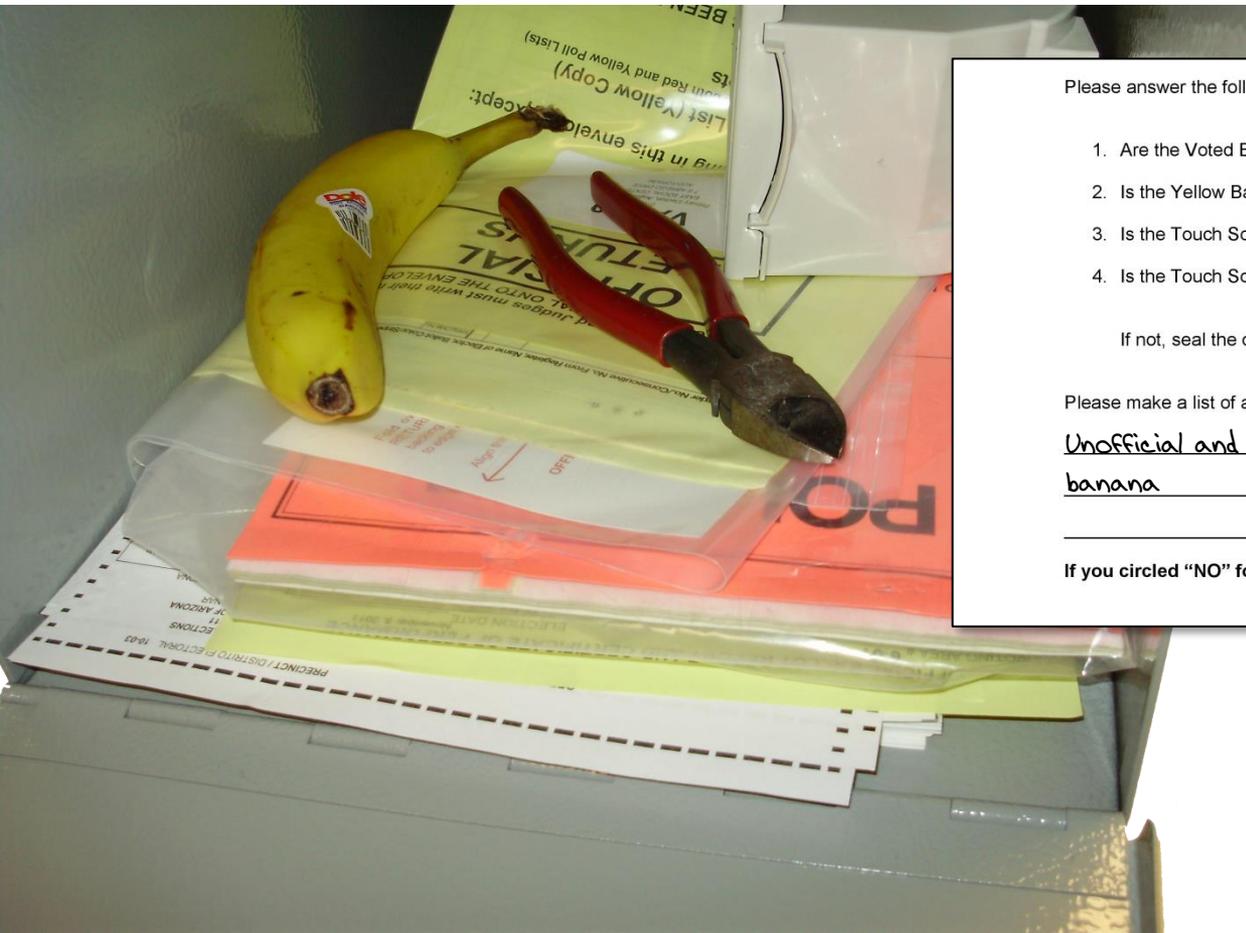
Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
2. Is the Yellow Ballot Report in the Metal Ballot Box?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
3. Is the Touch Screen Canister in the Metal Ballot Box?	<input checked="" type="radio"/> YES	<input type="radio"/> NO
4. Is the Touch Screen Canister sealed?	<input type="radio"/> YES	<input checked="" type="radio"/> NO

If not, seal the canister and write the new seal number here: 185127



- If anything other than the voted ballots, yellow ballot report or Touch Screen canister was found in the Metal Ballot Box, please remove the items and list them on the form.



Please answer the following questions by circling the YES or NO:

1. Are the Voted Ballots in the Metal Ballot Box?  YES  NO
2. Is the Yellow Ballot Report in the Metal Ballot Box?  YES  NO
3. Is the Touch Screen Canister in the Metal Ballot Box?  YES  NO
4. Is the Touch Screen Canister sealed?  YES  NO

If not, seal the canister and write the new seal number here: \_\_\_\_\_

Please make a list of all items in the Metal Ballot Box that were included erroneously.

Unofficial and Official Envelopes, wire-cutters and a banana

If you circled "NO" for Question 1, notify the Inspection Board supervisor.

- If the voted ballots are missing from the Metal Ballot Box, notify the Supervisor ASAP.

- |  |                                  |                                  |    |
|--|----------------------------------|----------------------------------|----|
| 1. Are the Voted Ballots in the Metal Ballot Box?        | YES                              | <input checked="" type="radio"/> | NO |
| 2. Is the Yellow Ballot Report in the Metal Ballot Box?  | <input checked="" type="radio"/> | YES                              | NO |
| 3. Is the Touch Screen Canister in the Metal Ballot Box? | <input checked="" type="radio"/> | YES                              | NO |
| 4. Is the Touch Screen Canister sealed?                  | <input checked="" type="radio"/> | YES                              | NO |

If not, seal the canister and write the new seal number here: \_\_\_\_\_

Please make a list of all items in the Metal Ballot Box that were included erroneously.

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**If you circled "NO" for Question 1, notify the Inspection Board supervisor.**

- Each Inspection Board member needs to print and sign their names in the appropriate spaces.

Please make a list of all items in the Metal Ballot Box that were included erroneously.

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If you circled "NO" for Question 1, notify the Inspection Board supervisor.

*Sylvia Austen*  
\_\_\_\_\_  
Inspection Board Member Signature

*Jane Plath*  
\_\_\_\_\_  
Inspection Board Member Signature

*Sylvia Austen*  
\_\_\_\_\_  
Inspection Board Member Printed

*Jane Plath*  
\_\_\_\_\_  
Inspection Board Member Printed

White Copy – Inspection Board Members

Yellow Copy – Attached to Metal Ballot Box

- Keep the white copy of the form at your table and place the yellow copy into the clear plastic sleeve attached to the handle on the Metal Ballot Box. Raise your hand when you are finished.

