

# Ballot Marking Device Procedures



District of Columbia  
Board of Elections



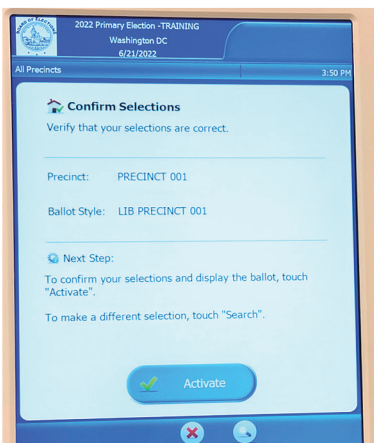
1. Greet Voter and take the Ballot Ticket from the voter.



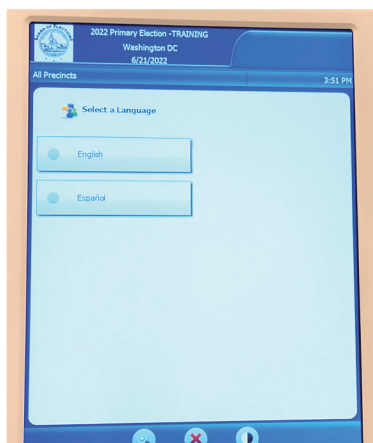
2. Place the BMD Ballot into the Ballot Marking Device.



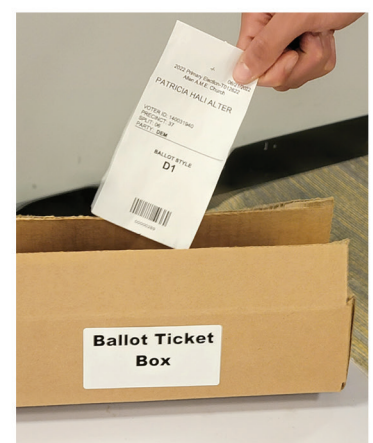
3. Scan the barcode on Ballot Ticket.



4. Step away from the Ballot Marking Device to let the Voter confirm if the Ballot style is correct. If so, ask Voter to touch Activate.



5. Ask Voter to select their language and allow Voter to vote.



6. Place the Ballot Ticket into the Brown Ticket Box.



7. After the Voter is finished voting, wipe down screen with alcohol wipes.

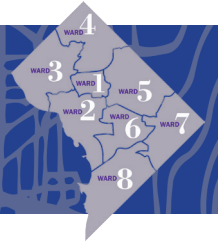


8. After cleaning the screen with alcohol wipes, wipe the screen with microfiber towel.

# Assisting a Voter Using Ballot Marking Device



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## STANDARD OPERATING PROCEDURES

### ISSUING A BALLOT TO A VOTER USING THE BALLOT MARKING DEVICE

1. Greet the Voter.
2. Take the Ballot Ticket from the Voter.
3. Insert a **Ballot Marking Device** Ballot (BMD) in the slot on the machine.
4. Place the Ballot Ticket, with the barcode underneath the scanner, and scan the Ballot Ticket.
5. Confirm the correct Ballot type with the Voter; ask Voter to:
  - (a) **Touch “Activate.”**
  - (b) **Touch the language preference on the screen.**
6. Hand the Voter a manila folder to use as a secrecy sleeve.
7. Tell the Voter:
  - (a) **A completed Ballot will print when the Voter has made all selections.**
  - (b) **The Voter can put the Ballot inside the manila envelope for privacy.**
  - (c) **The Ballot must be scanned into the DS200.**
8. Step away from the machine to give the Voter privacy; be available to assist Voter if requested.
7. Place the Ballot Ticket in the brown Ballot Ticket Box.

### ISSUING A REPLACEMENT FOR A SPOILED BALLOT TO A VOTER USING THE BALLOT MARKING DEVICE

1. Obtain the original Ballot from the Voter.
2. Write **“SPOILED”** on the Ballot.
3. Tear the barcode timing code.
4. Locate the Ballot style in the Barcode Book that matches the Ballot style on the original Ballot.
5. Scan the barcode that matches the Ballot style on the original Ballot.
6. Confirm the Ballot style is correct with the Voter.
7. Place the new Ballot in a manila folder and hand it to Voter.
8. Place the **“SPOILED”** Ballot in the Spoiled Ballot Envelope.

### HELPING A VOTER WITH A VISUAL IMPAIRMENT WHO CHOOSES TO USE THE BALLOT MARKING DEVICE

1. Greet the Voter and introduce yourself as the Ballot Clerk and confirm the Voter wants an Audio Ballot.
2. Obtain the Ballot Ticket from the Voter.
3. Plug in headphones; which are on the handle on the back of the Ballot Marking Device.
4. Tell the Voter:
  - (a) **A completed Ballot will print when the Voter has made their selections.**
  - (b) **The Voter can put the Ballot inside the manila envelope for privacy.**
  - (c) **The Ballot must be case in the DS200 Ballot Box.**
  - (d) **You can assist Voters if they need help.**
5. Locate the Ballot style printed on the Ballot Ticket and select the same Ballot style on the screen.
6. Confirm with the Voter the type of Ballot selected.
7. Touch **“Activate”** on the screen—the headphones audio starts only after this button is touched.
8. Ask the Voter to select a language preference on the tactile pad.
9. Step away from the machine to give the Voter privacy.
10. Place the Ballot Ticket in the brown Ballot Ticket Box.
11. When the Voter is finished, help the Voter place the Ballot inside the manila envelope (if needed).
12. Direct the Voter to the DS200 Ballot Box.

# Processing a Regular Ballot Ticket



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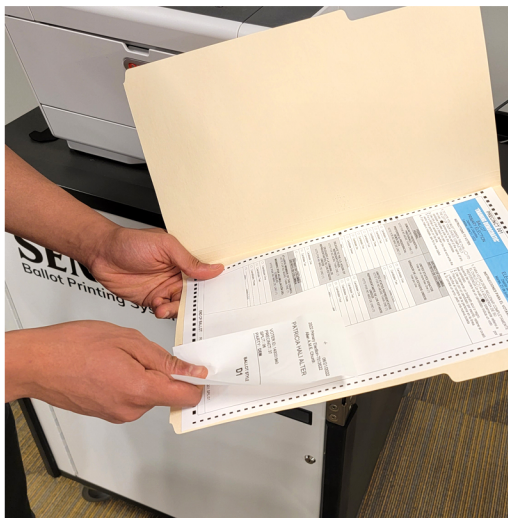
**1.** Greet Voter and take the Ballot Ticket from the Voter.



**2.** Scan the Ballot Ticket.



**3.** Remove the Ballot from the printer.



**4.** Confirm the Ballot is correct, place the ballot in a manila folder, and hand it to the voter.



**5.** Place the Ballot Ticket into the White Ballot Ticket Box.

# Assisting a Voter with Ballot on Demand



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## STANDARD OPERATING PROCEDURES

### PRINTING A BALLOT WITH THE BALLOT ON DEMAND DEVICE

1. With the gloves on, take the Ballot Ticket from the voter.
2. Scan the Ballot Ticket.
3. Remove the Ballot from the printer.
4. Check printed Ballot against the Ballot Ticket to ensure the Ballot style is correct.
5. Instruct the voter to:
  - (a) Fill in the oval next to the candidate of their choice.
  - (b) Use black or blue ink only to fill in the Ballot.
  - (c) Return the Ballot if you make a mistake.
  - (d) Direct the voter to the voting booth.
  - (e) Cast your Ballot at the DS200 Ballot Box after they finish marking their Ballot.
6. Place the Ballot Ticket in the white Ballot Ticket Box.

### ISSUING A REPLACEMENT BALLOT WITH THE BALLOT ON DEMAND MACHINE

1. Obtain the original Ballot from the voter.
2. Write "**SPOILED**" on the Ballot.
3. Tear a corner with a timing code.
4. Locate the Ballot style in the Barcode Book that matches the Ballot style on the original Ballot.
5. Scan the barcode that matches the Ballot style.
6. Confirm the Ballot style is correct with the voter.
7. Place the replacement Ballot in a manila folder and hand it to voter.
8. Place the "**SPOILED**" Ballot in the Spoiled Ballot Envelope.

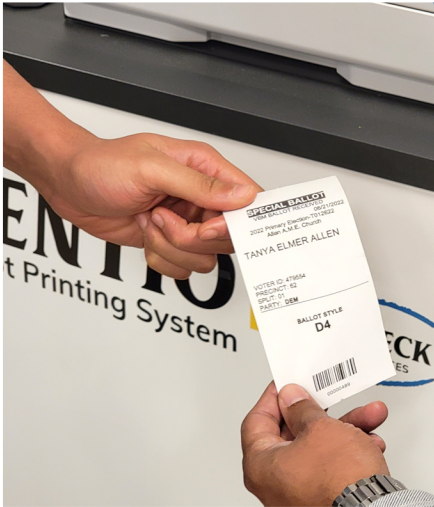
### ISSUING A CURBSIDE BALLOT TO REGISTRATION CLERK WITH BALLOT ON DEMAND DEVICE

1. Confirm the Ballot style on the PollPad with the Registration Clerk.
2. Locate the identical Ballot style in the Barcode Book.
3. Scan the barcode.
4. Confirm the Ballot style is correct with the Registration Clerk.
5. Place the Ballot in a manila folder and hand it to the Registration Clerk.

# Processing a Special Ballot Ticket



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**1.** Greet Voter and take the Special Ballot Ticket from the Voter.



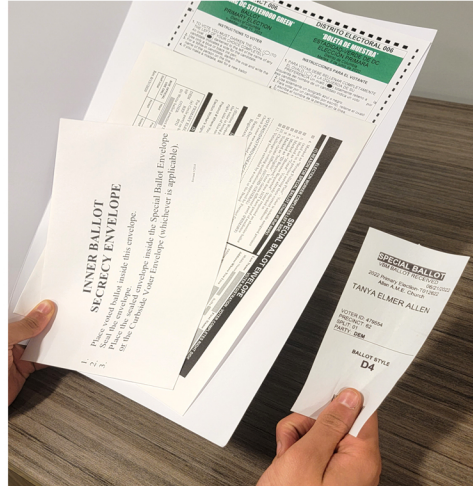
**2.** Scan the Special Ballot Ticket Barcode.



**3.** Remove the Ballot from the printer.



**4.** Confirm the Ballot with the Special Ballot Ticket. If correct, stamp the Ballot with the special stamp.



**5.** Place the Special Ballot, the Special Ballot Envelope, and the Secrecy Envelope in the Green Secrecy Sleeve and hand it to the Voter.



**6.** Place the Special Ballot Ticket in the Ballot Ticket Box.

# Assisting a Special Ballot Voter with Ballot on Demand



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## STANDARD OPERATING PROCEDURES

### ISSUING A SPECIAL BALLOT WITH BALLOT ON DEMAND MACHINE

1. Obtain the Ballot Ticket with "SPECIAL BALLOT" printed on it from the Voter.
2. Scan the barcode on the Ballot Ticket.
3. Remove the Ballot from the printer.
4. Check printed Ballot against Ballot Ticket to be sure it is the correct Ballot style.
5. Stamp the Ballot with a "**SPECIAL**" stamp in a BLANK SPACE on the Ballot.
6. Instruct the Voter to:
  - (a) **Fill in the oval next to the candidate of your choice.**
  - (b) **Use black or blue ink only to fill in the Ballot.**
  - (c) **Return the Ballot if you make a mistake.**
  - (d) **Direct the Voter to the voting booth.**
  - (e) **When finished marking the Ballot:**
    - Fold the Ballot and insert it into the Secrecy Envelope; seal the Secrecy Envelope.
    - Insert sealed Secrecy Envelope into the Special Ballot Envelope; seal the Special Ballot Envelope.
    - Drop the Special Ballot Envelope into the Red, White, and Blue Special Ballot Box.
7. Place the Ballot Ticket in the Ballot Ticket Box.