



J. KENNETH BLACKWELL
Ohio Secretary of State

180 E. Broad Street, 16th Floor, Columbus OH 43215
614.466.2655 / Toll Free: 877.767.6446 / Fax: 614.644.0649
e-mail: blackwell@sos.state.oh.us
www.sos.state.oh.us

Directive 2005-22
September 21, 2005

To: Boards of Elections using Diebold TSX Units,
Directors and Deputy Directors

Change of Paper and Paper Canister Handling Procedures

Prior to opening polls on Election Day, each TSX unit should be equipped with a new/full roll of paper to insure minimal paper changes are needed during the election. The paper canister is a plastic container that is part of the AccuView Printer Module. The paper canister is used to roll up and store the official election ballots and other election reports that are printed as a part of the Voter Verifiable Paper Audit Trail (VVPAT).

The paper canister hides votes from the view of election officials when changing paper roles, closing polls or removing paper printouts to repair paper jams. Because the paper canister must be accessed to replace paper roles, the Secretary of State does not require paper canisters to be sealed. However, great care must be taken to protect the secrecy of votes when closing polls, changing rolls or accessing the VVPAT printer for any reason. To accomplish this goal, the Secretary of State hereby requires all counties using DRE voting systems to adopt policies and procedures for the changing of paper roles, repair of paper jams and closing of polls that comply with the following requirements:

- ❑ An Event Log must be kept for each DRE unit that tracks any and all activities requiring poll worker intervention including, but not limited to, changing of paper.
- ❑ Whenever paper roles are removed from a DRE voting unit, entire roles are to remain intact and are not to be torn. The end portion of any role is to be wound around the used portion of the role in such a manner that previous votes are hidden from view. Two poll workers, one from each political party, are required to affix their signatures at the end of the role and write the serial number of the voting unit from which the paper role was removed.
 - Exception: At the close of polls, significant unused paper may remain at the end of a roll. At the discretion of the presiding judge and following the signatures of poll workers on the VVPAT close of polls report, paper roles may be cut or torn so long as sufficient unused paper remains to wrap around the "voted" portion of the paper roll at least three times.
- ❑ Voted paper roles with the affixed serial numbers must be secured in a locked bag or container for return transportation to the Board of Elections upon the closing of polls.

The same bag or container that is used to securely transport removable memory devices or other voting system components may be used to secure and transport “voted” paper roles. The paper roles must further be sealed in an envelope or some other medium that protects the roles from damage and inadvertent observation.

Do not forget, for purposes of a recount the official ballot is the paper roll in the canister and the integrity and security of this official document must be maintained. It will be up to the individual Board of Elections to decide if 1) they want to purchase extra canisters and replace the entire canister during a change of paper, or 2) they want to purchase additional take-up spindles to re-insert into the canister during a change of paper. Whichever solution for changing paper, storing roles and transporting documents you chose, **No Election Official should, under any circumstance, pull the paper from the spindle during an election.**

Each Board of Elections is instructed to make this decision and have the appropriate number of paper rolls, canisters and/or take-up spindles available on Election Day for each machine as will be needed.

Procedure(s) for changing paper with *new canister*:

1. Open TSX unit and remove the security canister.
2. Update the Security Event Log with:
 - a. Time of removal
 - b. Name of poll worker making the change
 - c. TSX unit number
 - d. Canister number
 - e. Bag/Locked Box canister is placed in for transport back to BOE.
3. Put security canister into sealed security bag or locked box for return to the Board of Elections at the close of the polls.
4. Replace the paper in TSX unit.
5. Open new security canister, remove the take-up spool and insert the end of the paper into the spool as indicated on the spool, then, place the spindle back into the canister.
6. Update the Security Event Log with time unit returned to voting order.

Or

Procedure(s) for changing paper with *take-up spindle replacement*:

1. Open TSX unit and remove the security canister.
2. Update the Security Event Log with:
 - a. Time of removal from TSX unit
 - b. Name of poll worker making the change
 - c. TSX unit number
 - d. Canister number
 - e. Bag/Locked Box where take-up spindle is placed for transport back to BOE.
3. Open canister and remove the take-up spindle from the canister and place in a sealed security bag or locked box for return to the Board of Elections at the close of the polls.
4. Replace the paper in TSX unit.

5. Re-open paper canister, insert the end of the paper into the spool as indicated on the spool, then, insert the new take-up spool.
6. Update the Security Event Log with the time unit returned to voting order.

If you have any questions, please do not hesitate to contact the Elections Division at (614) 466-2585.

Sincerely,

A handwritten signature in black ink that reads "J. Kenneth Blackwell". The signature is written in a cursive style with a large, stylized initial "J".

J. Kenneth Blackwell