5 BALLOT INSPECTION

Each processing table is staffed by two to four workers, of at least two different political affiliations. Ballots are processed in multiple, distinct steps.
First - The return envelopes are arranged with the voters' names face down.
Second - The secrecy envelopes containing the voted ballots are removed and the return envelopes are placed back in the tub.
If more than one secrecy envelope and ballot are found in the return envelope both are rejected.
Third - The ballots are removed from the secrecy envelopes and inspected.

Ballots are unfolded and inspected for any markings/tears which could cause the tally system to be unable to read the voter's intent. If the markings/tears are severe enough the ballot is set aside for duplicaiton at a later time.

Duplication involves transcribing the voter's intent to a fresh ballot done by a team of two people of different political affiliations duplicated ballots are given a unique tracking number that is added to the orginial ballot, duplicated ballot and the custody log.

Once inspection is complete, ballots which were not rejected or set aside for duplication are blended and sent forward to be tallied. After tallying, ballots are stored in ballot transport boxes and marked wig batches on the box containers.

Inspection teams log the activity for each batch the process.