

Auxiliary data protocol for Rhode Island Minerva 2.0 pilot v 1: February 10, 2022

Note Arlo user roles:

- Audit Administrators (“state level”). Mark, Chrissa, Miguel, and Steve all can act as Audit Administrators for Rhode Island (entering election data etc.). Mark and Chrissa also can act as Audit Administrators in the Verified Voting Sandbox, which may be used for the oversample.
- Jurisdiction Managers (“jurisdiction/local level”). For this pilot, Mark, Chrissa, Miguel, Steve, and Oliver all will be given Jurisdiction Manager access, allowing them to access retrieval lists and related data, as well as Audit Board credentials.
- Audit Board. In Round 1, ballot data will be entered into Arlo by audit board. All data will be entered at one station.

Before the pilot

1. Set up two Arlo instances. The main instance (under Rhode Island) can be called “2022 Minerva 2.0 pilot.” The auxiliary instance (possibly in the VV sandbox) can be called “Auxiliary oversample 2022 Minerva 2.0 pilot.” Enter the basic election data; create jurisdiction manager lists as per above.
2. In each instance, log in as a jurisdiction manager and upload the ballot manifest.
3. Print a label template on whatever printer will be used to print labels. Measure to see if the last row of labels is 9” below the first row. If not, calculate a scaling factor accordingly to optimize the label printing.
4. In Spyder, review the filename constants in ‘Minerva pilot functions.py’ for suitability. Note that during the pilot, retrieval files will be

When the pilot launches

Most of these steps, other than printing, are likely to be conducted by VV staff.

5. As an Audit Administrator, log into the *main instance*, enter the random seed, and launch the audit with a sample size of 120 ballots.
6. As a jurisdiction manager, log into the *main instance*, enter the number of audit boards, and generate the Arlo files. Download these (*except the labels, which we will replace*) and, if necessary, email them to whoever begins the next step. (The placeholder list and audit credentials can be printed while the other output files are being created, steps 7 through 10.)
7. Copy the retrieval list to the GDrive folder under the name ‘RI Minerva Round 1 retrieval.csv’.

21. Use the label template as in step 10 to create a PDF of labels.
22. Use arlo_placeholder_template.docx (similar to the label template) to create a PDF of placeholder sheets.
23. Print retrieval lists, labels (properly scaled), and placeholder sheets.
24. Generate the round 2 (or 3) tally sheets as in step 17. *Note:* interpretation data will *not* be entered into Arlo ballot-by-ballot during the remainder of the audit. Instead, totals will be derived from the tally sheets.