

SPOILING BALLOTS



Two types of spoils: ELECTRONIC SPOIL & PAPER

A **paper spoil** occurs when a Voter returns their Ballot to an Election Worker due to an issue and is given a new piece of Ballot Paper to make their selections again.

This may occur if:

- The Ballot jams in the Duo (e.g., inserted sideways, wet, or physically damaged).
- The Ballot has smudges, tears, or other damage.
- The Voter wants to change their selections before inserting the Ballot into the Scan.

A Voter may spoil up to two Ballots and vote a third ballot. A Voter is not entitled to receive more than three Ballots, not including Ballots spoiled due to equipment failures or Election Worker error. (TEC Sec 64.007 (b))

An **electronic spoil** ONLY occurs when a Voter is unable to continue voting and must leave the Vote Center. Their Ballot is still on the Duo screen, but their Ballot has not been printed.

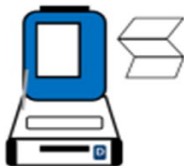
This Ballot Paper has not printed on it, so it can be reused for another Voter.

Situation Requiring Electronic Spoiling



Voter decides to leave while voting for any reason and Ballot is on screen

Situations Requiring Paper Spoiling



Ballot jams in Duo and the Duo menu displays a reprint option



Ballot prints, Voter requests to make selections again



Ballot jams in Duo and the Duo menu does not display a reprint option



Ballot jams in Scan or Voter says Ballot is not legible

[illegible]

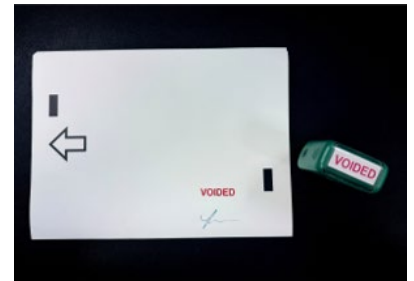
Paper Spoils must be logged on the **Register of Spoiled Ballots** form and in the ePollBook.

Precinct 0537 - 104
0g9b-vyfy-pwlc5 (2-140060-000005)



To find the **Ballot Serial Number** look on the printed Ballot, under the Precinct - Ballot Style.

When processing a paper spoil, the spoiled Ballot will need to have a “VOIDED” Stamp before being placed inside Ballot Box #4.



The image displays three sequential screenshots of a web application interface for a training general election on 03/23/2023.

Screenshot 1: Voter Lookup Menu
 The interface shows a header with the date and time (10:00 AM EDT, 03/23/2023) and a navigation bar. Below the navigation bar is a logo for the State of Texas. The main content area features a vertical list of menu items: "VOTER LOOKUP", "POLL VOTER COUNT", "JUDGE / CLERK ATTENDANCE", "HELP DOCUMENTS & VIDEOS", "JUDGE ADMIN" (highlighted with a red circle), "TURN ON WAIT TIMES POP-UP", and "ADA CHECKLISTS". At the bottom, there is a "Back" button and a "Home" button.

Screenshot 2: Record Spoiled Ballot Menu
 The interface shows the same header and navigation bar. The main content area features a vertical list of menu items: "RECORD VOTED PROVISIONAL AFFIDAVIT", "LIST OF PROVISIONAL VOTERS", "RECORD SPOILED BALLOT" (highlighted with a red circle), "LIST OF SPOILED BALLOTS", "RECORD POLL WATCHER", "LIST OF POLL WATCHERS", "JUDGE/CLERK ATTENDANCE SUMMARY", "VOTER COUNT", "LIST OF RECENT VOTERS", "CLOSE POLL", "ENTER END OF THE DAY TOTALS", "POLL SUMMARY", and "DROP OFF LIST". At the bottom, there is a "Home" button and a "Back" button.

Screenshot 3: Record Spoiled Ballot Form
 The interface shows the same header and navigation bar. The main content area features a form titled "RECORD SPOILED BALLOT". The form includes two input fields: "Voter's Name:" and "Ballot Serial Number:". Below these fields are three checkboxes labeled "Spoiled by:" with options "Voter", "Election Worker", and "Other". At the bottom, there is a "Home" button, a "Back" button, and a "Submit" button.

The spoiled Ballot is also entered in the ePollBook on the **Record Spoiled Ballot** screen.

To perform a Paper Spoil, take the Ballot from the Voter and place it in the green Ballot Box #4. Redisplay the barcode on the ePollBook and issue a new access code. Give the Voter a new piece of Ballot Paper to make their selections again.

To perform an Electronic Spoil, press the blue Poll Worker button on the back of the Duo. Enter the Poll Worker Code and follow prompts on the Duo screen. This Voter's Ballot Paper is not printed on and will not be spoiled.

Fill out the paper **Register of Spoiled Ballots** form and the **Record Spoiled Ballot** on the ePollBook for all paper spoils; it is not necessary to record electronic spoils.

Fill out the paper and ePollBook records at the time of the paper spoil, don't wait to complete later. The information must be logged in the same order it happens, as it is happening.

This informational sheet has been approved for the March 2026 Primary Election.