



Ohio Administrative Code

Rule 111:3-9-02 Application requirements; generally.

Effective: [March 28, 2022](#)

In order to request examination, testing, and approval of equipment, the vendor shall submit the following to the elections division of the secretary of state's office:

- (A) All applicable hardware;

- (B) All related procedural manuals, including the standard operations manual. The manual shall contain the following information:
 - (1) A detailed description of the operation system;

 - (2) An explanation of the method of operation of the equipment;

 - (3) Tested standards of equipment regarding reliability, ranges, and test conditions;

 - (4) A sample contractual agreement to be used by the board of elections which is purchasing equipment including service terms;

 - (5) Specifications of security features to ensure against tampering, manipulation, or fraud;

 - (6) Cost factors and compatibility with existing systems.

- (C) A current description of all related support arrangements for the equipment;

- (D) An application fee;

- (E) A detailed explanation of the construction and method of operation of the equipment;

- (F) A full statement of the advantages of the equipment;



(G) A list of applicable patents and copyrights on the equipment.

(H) Any other documentation necessary to demonstrate that the equipment and system comply with certification standards.
