OVERVIEW

Video lottery terminal hardware and software shipments intended for deployment at Video Lottery Sales Agent (VLSA) facilities must be preceded by notice to the Ohio Lottery Commission (OLC) and must be verified by OLC Security personnel prior to installation.

REFERENCE DOCUMENTS

Ohio Administrative Code 3770:2-6-04
JOHNSON ACT 15 U.S.C. § 1171 TO 1178

SHIPMENT TO THE LOTTERY

Video Lottery Terminal (VLT) hardware and software shipments to be received by the OLC or by Intralot on behalf of the OLC shall be preceded by shipment notification. Shipment notification shall include verification that the company selling or leasing or otherwise providing the machine is registered with the U.S. Department of Justice Criminal Division.

In addition, a shipping manifest or similar document with the following information shall be provided:

- The sequential number of the machine, if applicable.
- Description of the machine, if applicable.
- Software set description and number, if applicable.
- Listing of other contents (e.g. manuals), if applicable.
- Company name and any trade name.
- Shipping "from" address and date.
- Shipping "to" address and estimated delivery date.
- Name of carrier.

SHIPMENT TO A VLSA/RACETRACK

A licensed technology provider may direct shipments of VLT hardware and software to a licensed VLSA location. Machines may be shipped with software installed. Installation of equipment is dependent upon testing and approval of the OLC. Approval of shipment receipt does not imply approval of the equipment for installation.

Packaging

All hardware and software must be securely packaged in a manner to make tampering evident such as separate crates, seals, or shrink wrap. Each licensed technology provider will be requested to describe their standard packaging and security features.

Carrier
Hardware and software deliveries may be completed by private or commercial carrier. The technology provider must have the ability to track the shipment and to verify delivery to the VLSA.

Shipment Notification
The technology provider shall forward a shipment manifest to the VLSA and the OLC in advance of delivery at the facility. When possible, shipment notification shall be 5 days in advance. The OLC may approve shipment with limited notice in special circumstances.

The manifest shall contain the following information about the hardware and/or software:

- The sequential number of the machine, if applicable.
- Description of the machine, if applicable.
- Software set description and number, if applicable.
- Listing of other contents (e.g. user manuals for interoperability testing), if applicable.
- Company name and any trade name.
- Shipping "from" address and date.
- Shipping "to" address and estimated delivery date.
- Name of carrier.

Delivery Receipt
The VLSA and the OLC will verify the receipt of each shipment. In the event that a shipment cannot be verified at the time of delivery, the shipment packaging will remain intact until such time that the contents can be verified against the manifest.

SHIPMENT TO A THIRD PARTY

Any shipment of VLT hardware and/or software to any third party MUST be approved by the OLC. Shipment must meet the requirements as referenced in the above section "SHIPMENT TO A VLSA/RACETRACK" and any other requirements as determined by the OLC.

LOTTERY PROCESSING

Shipment notification will be received by the OLC and distributed:

- VLT security personnel will coordinate with the VLSA for the receipt and inspection of the equipment.
- VLT technology personnel will verify that the machine model has passed interoperability testing and that independent test lab results have been received.
- VLT program personnel will verify that the technology provider holds a valid license, and that the game themes have been approved by the OLC.

- The OLC will confirm to the technology provider and the VLSA that a shipment has been approved.

COMPLIANCE

Submit to the OLC a description of the standard shipping procedures including packaging and security features. Included in this description shall be sample notification to the OLC of a pending shipment and a sample manifest.

CONTACT

Initial shipment to the OLC or Intralot, contact Chief Legal Counsel Lawrence.Miltner@olc.state.oh.us

Notification of shipment to the VLSA shall be forwarded to vlt@lottery.ohio.gov