



**OPERATING STANDARDS**  
**SHIPMENT OF EQUIPMENT AND SOFTWARE**  
**EFFECTIVE DATE: JANUARY 6, 2013**

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**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 commission.

The company selling or leasing or otherwise providing the machine must be registered annually with the U.S. Department of Justice Criminal Division. A copy of this annual registration must be provided to OLC once at [VLT@Lottery.ohio.gov](mailto:VLT@Lottery.ohio.gov).

**REFERENCE DOCUMENTS**

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

**SHIPMENT TO A VLSA/RACETRACK**

A licensed technology provider may direct shipments of VLT hardware and software to a licensed VLSA location or an OLC approved 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 commission. (See *Terminal Standards*)

**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**

Video Lottery Terminal (VLT) hardware and software shipments shall be preceded by shipment notification from a verified licensed technology provider.

Shipment notification shall be 5 days in advance. The OLC may approve shipment with limited notice in special circumstances.

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



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- The serial number of the machine.
- Description of the machine.
- Software set description and number.
- 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.

**Delivery Receipt**

The VLSA must verify and maintain the receipt of each shipment that includes all components of the shipping notification, including manifest. All components shipping notification must be accessible to OLC personnel upon request. 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:

1. The OLC will confirm to the technology provider and the VLSA that a shipment has been approved.
2. VLT security personnel will coordinate with the VLSA for the receipt and inspection of the equipment.
3. VLT program personnel will verify that the technology provider game themes have been approved, that the machine model has passed interoperability testing and that independent test lab results have been received by the OLC.

**CONTACT**

Notification of shipment to the VLSA shall be forwarded to [vt@lottery.ohio.gov](mailto:vt@lottery.ohio.gov)