SG OPERATING STANDARDS
SHIPMENT OF EQUIPMENT AND SOFTWARE
EFFECTIVE DATE: AUGUST 1, 2022

OVERVIEW

A type C Lottery Sports Gaming Proprietor (LSGP) must notify the Lottery in advance of any material changes to host partnerships. An LSGP must also provide notification for wagering device shipments intended for deployment at type C host facilities as well as when equipment is being removed. Notification will be completed through the approved submission process provided by the Lottery.

REFERENCE DOCUMENTS

Lottery Sports Gaming - Type C Sports Gaming Proprietor Services Contract
Ohio Administrative Code 3770:3-5-01 Type C Proprietor Duties
Ohio Administrative Code 3770:3-6-04 Type C Sports Gaming Proprietor Equipment for Host
JOHNSON ACT 15 U.S.C. § 1171 TO 1178
A 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 may be requested by the Lottery.

HOST PARTNERSHIP NOTIFICATIONS

New Host Partnership Notification – Each LSGP shall notify the Lottery within five (5) business days of a new host partnership contract agreement through the approved submission process.

Host Partnership Change Notification – Within three (3) business days, an LSGP will notify the Lottery of a change in partnership or cancellation of a current contract agreement through the approved submission process.

SHIPMENT TO A PROPRIETOR FACILITY

An LSGP may direct shipments of sports gaming wagering devices to a licensed LSGP location, or a Lottery approved location. Machines may be shipped with software already installed. The installation of wagering devices is dependent upon testing, certification, and approval by the Lottery. Note the approval of a shipment receipt does not imply approval to activate the equipment to sell.

Shipment Notification and Approval – All hardware and software shipments shall be preceded by shipment notification five (5) business days in advance. The Lottery may approve shipments with limited notice in special circumstances.

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

- The serial number of the machine.
- Description of the machine.
- 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 date of delivery.
- Host location name and retailer number.
- Name of carrier.
- Signed Bill of Lading within two (2) business days of completed delivery.

Movement of Equipment – Approved equipment may be used for training purposes and for presentation to potential host locations. If equipment is used for training purposes the LSGP shall provide the following:

- Quantity and type of equipment being used.
- Purpose or reason for the request.
- Delivery location and where equipment will be stored.
- Date range for use (e.g., arrival and departure).

The Lottery may request additional information (e.g., serial #) based on the reasoning for equipment movements. Request shall be submitted in an approved manner by the Lottery.

Delivery Receipt – The LSPG must verify and maintain the receipt of each shipment that includes all components of the shipping notifications, including the manifest. All components of the shipping notification must be accessible to Lottery personnel upon request. If a shipment cannot be verified at the time of delivery, the shipment packaging will remain intact until such a time that the contents can be verified against the manifest.

Wagering devices, both active and training terminals, must be received and stored in a location with Security and Surveillance measures approved by the Lottery.

TYPE C HOST WAGERING DEVICES

Installation – An LSGP shall provide notice to the Lottery regarding proposed wagering device installation at a licensed type C host location. In accordance with requirements of Ohio Revised Code 3770.25 and 3775.07, submission to the Lottery will meet the obligation to notify the Ohio Casino Control Commission. Notice to the Lottery shall be submitted electronically in a Lottery approved format.

An LSGP shall provide the following information at least five (5) business days prior to new equipment installation.

- Type C host name/retailer number.
- Inventory of sports gaming wagering devices to be installed.
- Serial Numbers.

- Waiver/explanation for deployment of more than two (2) wagering devices. A formal response will be provided by the Lottery outlining the decision on each request.
- Planned installation date.
- Assigned installer and/or technician to be on-site. The LSGP shall describe the uniform, vehicle, identification, or other items which will demonstrate to the host the authenticity of the installer.
- Identify the installation location within the venue and acknowledge placement will be in clear line of sight of host staff.
- A floor plan showing the location of all Sports Gaming equipment to be installed, Lottery equipment, and ID check/age gating areas MUST also be provided for each request as well as kiosk delivery photos in an approved submission method. The approval of floor plans does NOT imply approval of shipment.

The LSGP and/or Host must not move or alter any existing traditional Lottery equipment for purposes of sports gaming, without prior Lottery approval. This includes but is not limited to displacing in-venue signage or advertising, relocating traditional Lottery terminals, or utilizing existing Lottery network equipment for sports gaming.

Maintenance and Repair – An LSGP is expected to ensure the functionality of sports gaming wagering devices through a program of maintenance and the provision of repair services. Advanced approval is not required, but the LSGP is expected to maintain records related to type C host equipment service and may be asked to provide reports to the Lottery. The LSGP shall describe the following:

- Preventive maintenance programs for installed wagering devices.
- Methods for monitoring and reporting device malfunctions.
    - Including contact options, hours of operation, etc.
- Procedures for dispatching repair / replacement.
- Tracking of services performed.
- Summary field service reports regarding contact info, response time, abandoned calls, resolution (e.g., repair or replace terminal), dispatch date and time, etc.

Removal – An LSGP shall notify the Lottery of wagering device removals within two (2) business days of completion. The LSGP shall describe to the Lottery the process by which a type C host is removed from the LSGP network including machine decommissioning and final settlement of outstanding prizes. Also, the method in which the sports gaming equipment and software will be stored pending shipment from the type C host location to the LSGP storage destination. The LSGP shall notify the following:

- Host location name/DBA.
- Retailer number.
- Items to be removed (e.g., Kiosk, Monitor, POS, etc.).
- Serial Numbers of the equipment.
- Reason for removal.
- Status change in relationship with type C host, if applicable.
- Removal date.

DISPOSAL OF WAGERING DEVICES

An LSGP must create procedures for Lottery approval regarding the disposal of wagering devices which may include procedures for the shipment of wagering devices for deployment outside of the State of Ohio. This must include the following:

- Notification at least five (5) business days in advance.
- Description of equipment and serial number.
- Shipping "from" address and shipment date.
- Shipping "to" address and arrival date.
- Name of carrier.
- Bill of Lading for shipment verification.
- Method of disposal and date of destruction if applicable.

The Lottery may require verification upon completion of destruction, if applicable.

REPORTING

The LSGP shall maintain records related to the life cycle of wagering devices. The LSGP shall describe the system for tracking equipment subject to the approval of the Lottery. This tracking system must include the following:

- Wagering device key tracking with key identification.
- Point of Sale terminal serial numbers with location identification.
- Kiosk serial numbers with location identification.
- Equipment repair as identified in maintenance and repair.
- Equipment installation, removal, and disposal information.

The LSGP is expected to maintain these records and make them available upon request.

CONTACT

For further information contact: sportsgaming@lottery.ohio.gov