

**CHOCTAW NATION
GAMING COMMISSION**

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**ELECTRONIC GAMING MACHINE
SHIPMENT, DELIVERY, INSTALLATION
AND REMOVAL REQUIREMENTS**

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Purpose

The purpose of this document is to define the policies and procedures for shipping, delivery, installation and removal of electronic gaming machines within the jurisdiction of the Choctaw Nation of Oklahoma as regulated by the Choctaw Nation Gaming Commission (“CNGC”).

Vendor Licensing

The Electronic Gaming Machine (EGM) vendor must ensure all CNGC licensing requirements have been met prior to shipping any EGM, software or media.

Licensing information can be obtained by contacting:

Vendor Licensing Agent
Choctaw Nation Gaming Commission
PO Box 5229, Durant, OK 74702

Phone: 580-924-8112
Fax: 580-920-4966

Compliance and Certification

Each EGM and related software must be in compliance with the terms of the “Compact” entered into between the Choctaw Nation of Oklahoma and the State of Oklahoma.

Additionally, each gaming machine and related software shall meet all applicable regulations as set forth in the Tribal Technical Standards and Procedures for Electronic Gaming in the Tribal-Oklahoma State Compact (“Standards”), as adopted by the CNGC.

Each EGM and related software must be certified by an Independent Testing Laboratory (“ITL”), as that term is defined in the Standards.

Shipment of Program Storage Media

The CNGC must receive all program storage media (Class II and Compacted) containing the main-game program or other equivalent game software media a minimum of seven full business days prior to the scheduled installation of the EGM. A waiver must be requested for any software that will not arrive before the seven full business days. The software shall be sent to the CNGC by an independent carrier unless otherwise approved by CNGC. If the software is replacement software due to a failure in the field, the seven full business day requirement does not apply.

Prior to the shipping, the vendor must provide the CNGC with a completed Software Shipping Notification for all program storage media shipped to the CNGC. Only one set of software for each EGM should be sent. The CNGC will not accept extra software to keep on hand unless prior arrangements have been made and approved by CNGC. The Lab Certification Letter must be included with the notification for all certified software. The Lab Letter must be sent in an electronic form and attached to the shipping notification email.

Please remit completed forms to:

Email:	cngctechcomp@choctawnation.com
Phone:	580-924-8112
Fax:	580-920-4966

Replacement of Program Storage Media

In order to ensure no unauthorized changes are made to an EGM that has been approved for placement within a Choctaw Nation of Oklahoma Casino as required by 25 CFR 542.13, and 25 CFR 547, the CNGC will monitor the removal and/or replacement of Program Storage Media that control the game or payouts of an EGM. The CNGC must receive all program storage media (Class II and Compacted) a minimum of seven full business days prior to the scheduled installation.

The CNGC shall be notified by the EGM vendor with a Software Shipping Notification. Replacement software should be noted on the form along with the version number the software will be replacing. The completed form should be sent to: cngctechcomp@choctawnation.com .

Shipment of Electronic Gaming Machines

The delivery vehicle must be sealed and the seal must match the documentation provided to the CNGC on the Electronic Gaming Machine Shipping Notification. Multiple shipments may be shipped on the same delivery vehicle as long as the proper documentation is provided.

Installation of Electronic Gaming Machines

Installation of the EGM should occur in a manner that minimizes the impact to the gaming environment.

When the vendor installation crew is ready, the CNGC will release the program storage media to the technician(s) to install. The EGM shall be tested before being released for “live play”.

Electronic Gaming Machine Modifications

Any modifications or changes to any previously certified EGM component or software may not occur until the ITL has certified that the modification(s) comply with all requirements of the compact and standards of the CNGC. This requirement applies to all EGM's currently in place at an existing Choctaw Nation of Oklahoma Casino. The CNGC shall be notified of all requested modifications seven business days prior to the changes being made.

Logic Compartment Access

The compartment containing the logic board or other related equipment shall be sealed by the CNGC. Vendor access to this area is restricted unless authorization has been received from the CNGC for entry. The CNGC seal shall not be tampered with or compromised at any time.

Electronic Gaming Machine Removals

The CNGC shall be notified seven full business days prior to the EGM removal. The EGM vendor shall provide the CNGC with a completed Notification of Removal listing each EGM intended to be removed. This form must also be submitted to the Casino of said removal. **NOTE:** Removals at the request of a Choctaw Nation of Oklahoma Casino may be expedited sooner than the seven business days if approved by the CNGC. All necessary information will be provided to the CNGC by the Casino requesting the removal. It will also be the responsibility of the Casino to notify the vendor of the removal.

Non-Compliance

It is the vendor's responsibility to ensure that all technicians (and related employees) are aware of the requirements and procedures outlined in this document.

The CNGC may issue a notice of violation to any vendor (or respective employee) for failure to adhere to these written policies. A notice of violation may result in machine installation delays, fines, license revocation or EGM removal.

Types of infractions resulting in non-compliance include but are not limited to:

- Software sent to the CNGC that hasn't been ITL certified.
- Software sent to the CNGC for the wrong jurisdiction.
- Software sent to the CNGC that is revoked or is listed as non-mandatory upgrade.
- Software sent to the CNGC that does not match ITL certification.
- Software sent to the CNGC with the wrong main-game program.
- Software, server or game modifications made without CNGC approval.
- Failure to deliver EGM or software prior to seven day notification period.
- Failure to send software via an independent carrier.
- Failure to replace revoked software within specified time frame set by the ITL.
- Delivery of EGM or software without notification.
- Delivery truck seal missing or tampered with.
- Contents of delivery truck do not match shipping notification.
- Logic compartment seal tampered with or broken.