



Massachusetts Gaming Commission

Slot Machine Activity Manual

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Table of Contents

Preface	3
Definitions:	5
Section I: Procedures for the Completion and Submission of Slot Change Forms & Slot Control Logs....	8
Section II: Commonwealth of Massachusetts procedures for the Transportation of Slot Machines and /or Software.....	12
Section III: Additional requirements to change requests that contain Progressives.....	14
Section IV: Procedures for Slot Machine Payouts of Merchandise	18
Section V: Destruction of Slot Machines.....	22
Appendix A - Forms Section	23
Slot Machine Shipment Notification Template Manufacturer/Distributor or Casino Licensee	23
EGD Software Shipment Notification Template Manufacturer/Distributor or Casino Licensee.....	25
Slot Machine Change Form – Casino Licensee.....	27
Sample Bill Test Form	32
Progressive Liability Form	32
Appendix B: Manufacturers Processes	33
Section B1: Slot Machine Permitting and Registration Procedures	33
Section B2: Slot Machine Prototype Approval	38



Preface

As a general matter, the transportation, movement, approval for use, and modification of all electronic gaming devices (including slot machines) is governed by 205 CMR 144 through 145. The procedures for the movement and placement of such devices are expected to be clearly described in the gaming licensee's system of internal controls. See 205 CMR 138.63. The technical standards for all EGDs are set forth in 205 CMR 143 which largely adopts the applicable GLI standard by reference and includes modifications.

This manual is solely intended as a resource to clarify some of the areas addressed by the controlling regulation and answers some frequently asked question as to how the Massachusetts Gaming Commission expects licensees to achieve compliance with the regulations and their own internal controls. To the extent there is a conflict between a regulation and this manual, the regulation (and/or IC provision) shall be followed.

In the following document a step by step process for conducting and informing the IEB of slot changes/moves will be outlined. A licensee should always err on the side of caution and inform the IEB before starting a task if unsure what is needed or whether to inform or not.

The IEB must test at least one unique bin number when offered on a casino licensee's floor before any of the units can be put in service. If a change/move does not involve a new bin number the licensee should follow the normal steps of the move.

Bill testing is required whenever there is any change to EGD to confirm communications to the NOC.

Section III addresses all changes needed when any request involves progressives. All progressive moves need surveillance certification. The slot department is required to record all meters before and after a change/move to assure accuracy of the meters. If an EGD uses overflow pools the amount must be notated in the record keeping even if the amount is zero (0). Casino licensees must follow the internal control outlined in their approved submission.

When the IEB gives an approval¹ it can be for a complete move or a partial one. If a partial approval is given the licensee must seek approval for the unapproved unit/s before returning them to service. Bill test for communication testing must also be performed for all new units or modifications. Once a licensee seeks permission to place or return to service an

¹ An *approval* is the acknowledgment by an IEB agent that the licensee has certified that all setting, certifications, signatures, coverage, and all financial obligations have been met by the licensee at the time of said request.



EGD it is certifying that all bill tests, settings, communications (both proprietary and MGC - CMS) are in service and any and all other meters or certifications are in order. Failure to do so may result in a formal complaint being filed against the casino licensee by the IEB.

Approved EGD storage must meet the following requirements

- (a) All access doors and windows must be locked and alarmed;
- (b) Access shall be restricted to those individuals permitted to maintain EGDs (Electronic Gaming Devices) and its components pursuant to 205 CMR 145.00;
- (c) Shall always have surveillance coverage with a minimum of thirty (30) retention; and
- (d) Any other requirements as deemed appropriate by the commission.

The possession and transportation of slot machines is governed by 205 CMR 145.01 and 145.02. Please refer to those sections for a description of the requirements in the Commonwealth of Massachusetts.

A slot machine shipment can only be made to or from a person or entity that can legally possess slot machines.

- *Please note that a list of all changes allowed by a licensee without notification can be found on the massgaming.com website.*
- *Location: <https://massgaming.com/regulations/compliance-information-for-slot-machines-and-electronic-gaming-devices-egd/>*
- *This manual follows 205 CMR 102.05 in the computation of time. In short, if the number of days is under 7 days we don't count weekend and holidays, so business days only. If more than 7 days we count by calendar days so we include weekends and holidays.*



Definitions:

Asset number—An unique number assigned to any EGD, for tracking the movement and history of devices.

Bill Test— A testing method required, for any changes and or installs, using currency and vouchers to check communication with CMS / NOC. The bill test should be a minimum 10 spins to include bill in, voucher in, voucher out, and voucher played and won.

BMM – Independent testing lab

CCTV – Closed Circuit Television – surveillance systems

CITL - Certified Independent Test Lab - an organization, person, or company that tests products, materials, software, etc. according to agreed requirements. They are independent because they are not affiliated with the producer or the user of the item being tested: no commercial bias is present. The MGC utilized GLI & BMM for testing.

CMS (Casino Management System) – The collective hardware, software, communications technology and other ancillary equipment used to collect, monitor, interpret, analyze, report and audit data with regard to activity at slot machines, fully automated electronic gaming tables or electronic wagering terminals, inclusive of slot machine level accounting transactions, player tracking and productivity analysis.

Configuration – the manner in which game options are set to meet reporting requirements, pay out percentages, denomination, etc.

Day – all days are business days unless otherwise noted.

Drop – a/k/a Slot Drop – when the cash boxes are removed from the slot machine

EFT – Electronic Funds Transfer

EGD – Electronic Gaming Devices – slot machines / stadium games / electronic table games

EPROMS - Erasable Programmable Read-Only Memory

GLI – Gaming Laboratories International, independent test lab.

GTL – Gaming Technical Lab



IC – Internal Controls - mechanisms, rules, and procedures implemented by the casino to detail the specific process they will use to abide by MGC regulations.

IEB – Investigations Enforcement Bureau – a division of MGC

Linked Progressive - A linked progressive are two or more slot machines whose progressive jackpots are connected together to pay one common jackpot.

Master Slot List – an Excel report listing all of the current slot information which is sent on a monthly basis, as well as after a slot change or modification.

MEAL Book – Machine Entry Authorization Log – a book that is kept inside the slot machine where slot attendants log information each time the machine door is opened.

MGC – Massachusetts Gaming Commission

Modification – A modification is a change or alteration to an electronic gaming device’s software and/or hardware previously approved by the Commission for installation or operation in Massachusetts (e.g. change to control programs, change to the theoretical payout percentage, change of denomination, or a change to the hash signature). (Please refer to 205 CMR 144.03)

NOC – Network Operations Center

OEM – Original Equipment Manufacturer

Overflow Pools/Amounts – funds that fall into an “overflow pool” when the jackpot amount has reached its maximum, has not hit and continued play continues to contribute.

Paytable—A selectable part of a slot machine program that contains slot machine characteristics including, but not limited to, the theoretical payout percentage, reel strips and awards.

Progressive controller—A program or computer system, other than an approved program that controls the operation of the slot machine, which controls, adjusts and displays the amount of the progressive jackpot.

Progressive slot machine—A slot machine that offers a jackpot that may increase in value based upon the slot machine wagers placed.

RAM – Random Access Memory

Reset amount – The award value that a progressive award will revert to after the progressive award is paid out

RNG – Random Number Generator – Software or hardware or both, that ensures the randomness of slot machine outcomes.



RTP (%) – Return to Player – the percentage of all the wagered money a slot machine will pay back to players over time.

SA Progressive – Stand Alone Progressive slot machine; progressive jackpot amount not connected to any other slot machines

Slot Change Form - The document used when requesting approval for any slot related changes on the casino floor. [Slot Change Form](#)

Slot Control Log - an Excel spreadsheet with the pertinent information pertaining to a slot move [Slot Control Log](#)

Theoretical Hold - the theoretical percentage or odds that the slot machines provide based on the amount paid in as well as the number of reels, reel symbols, number of credits and denominations that can be played, the payout schedule, and other descriptive information specific to that slot machine.



Section I: Procedures for the Completion and Submission of Slot Change Forms & Slot Control Logs

SCOPE:

The procedures described in this section outline the process and the required information necessary for the completion of Slot Change Forms and Slot Control Logs. The following functions require (5) business day advanced notice submitted to the IEB / NOC / GTL for review and approval, this will provide the NOC, with the time needed to make any changes to CMS. This applies to all casino floor Slot Machines or kiosks.

- Slot Machines to Be Removed From the Casino Floor to an Approved Storage, Repair, or Test Area within the Licensee Casino/Hotel Facility

- Slot Machines Relocated From an Approved Storage, Repair, or Test Area within the Casino/Hotel Facility to the Casino Floor

- Slot Machines, Kiosks, and other associated Electronic Gaming Device Hardware Being Relocated from One Approved Location to another Approved Location on the Casino Floor.

- Other Modifications of Slot Machines: *A modification is a change or alteration to an electronic gaming device's software and/or hardware previously approved by the Commission for installation or operation in Massachusetts (e.g. change to control programs, change to the theoretical payout percentage, change of denomination, or a change to the hash signature). (Please refer to 205 CMR 144.03)*

It should be noted that the casino licensee will be responsible for ensuring all slot machines comply with the 205 CMR 144 and 205 CMR 145. Any deficiencies uncovered by the MGC representative when the machine(s) are inspected or at a later date may result in a formal complaint being filed against the casino licensee by the MGC.

The Casino Licensee shall email all Slot Change Forms and Slot Control Logs to the following MGC email addresses, a minimum of 5 business days in advance for review and approval, allowing the NOC time to update the CMS system.

MGC-DL-ShippingNotifications@massgaming.gov

mgcgtl@massgaming.gov

MAOPS@igt.com



The IEB shall review the submitted Slot Change Form and necessary supporting documentation. The IEB will notify the licensee with the approval to begin the project via email and attaching the Slot Change Form with a signature on the Approval for Change line on page three of the slot change form.

The NOC will complete the associated changes within the MGC CMS system and notify the casino property, if applicable.

A copy of all Slot Change Forms and the Slot Control Logs shall be maintained by the Slot Department.

The IEB must be notified of any cancellations to all or any part of the project, if canceled any future request involving this machine will require a new Slot Machine Change Form.

Prior to any movement, if applicable the Slot Department must confirm, all cash boxes, ticket vouchers, printer paper are removed, the affected EGDs are disabled and snapshots are taken by the NOC for financial accuracy prior to removal for moves.”

For any slot machines that were not previously on the casino floor, they must be validated by the NOC. Once validation is complete the IEB will authorize the EGD(s) to be placed in service. In all cases the IEB, after inspection, will authorize the game as being approved and place a State Seal on the unit.

CCTV inspection is required for all movements and will be certified by the licensee’s Surveillance Department. The IEB or their designee at their discretion will review the CCTV coverage.

The casino licensee will be responsible for contacting the MGC, for any required inspections, and/or validation prior to use by the public at the licensee’s gaming facility.

The licensee will submit a bill test on all modifications as the final process to ensure communication with the NOC. A testing method requires, using currency and vouchers to check communication with CMS / NOC. The bill test should be a minimum 10 spins to include bill in, voucher in, voucher out, and voucher played and a win on the EGD.

If any movement of slot machines requires a modification to the authorized Certificate of Operation, the licensee shall submit before and after floor / bank configurations for review and approval to the IEB in conjunction with the Slot Change Form and Slot Control Log.

Modifications to previously approved gaming devices are governed by 205 CMR 144.03. If any modification (project or non-project) requires a RAM clear, prior notification to the IEB and the NOC is required. The NOC must be contacted before and after completion to confirm communication status.



The MGC shall be authorized to approve any modification upon receipt of the completed and signed [Slot Change Form](#).

COMMONWEALTH STATE SEALS:

At the discretion of the IEB, the MGC State Seal can remain on the machine(s) if they will be placed in an approved storage location and shall be returned to the casino floor, at a future date.

The MGC State Seal(s) must be removed by the IEB prior to any slot machine leaving the property. The IEB will confirm, all cash boxes, ticket vouchers, printer paper are removed, prior to removing the State Seal.

All Accounting and Security locks must be removed from the slot machine(s) and returned to the Accounting and Security Departments prior to leaving the property.

SLOT MACHINE MASTER LIST:

As required by 205 CMR 145.01(2) the casino licensee shall be responsible for submitting to the MGC the updated Slot Machine Master List to the on-site IEB office by the 1st Tuesday of each month. However, whenever any change to the licensee's slot master list information is made, an updated slot master list must be provided to reflect the actual floor after the changes take place.

MGC-DL-ShippingNotifications@massgaming.gov

mgcgtl@massgaming.gov

The Master List shall contain all the following information as required by 205 CMR 145.01(3):

- State Seal
- Asset Number (if different than state seal)
- Location (section, bank, position)
- Manufacturer, Model
- Serial number
- Denomination
- Max bet
- Theme
- MGC approved software
- RTP%



- Progressive – Type, Resets, and Incrimination rates. A cross reference for each slot machine by zone and serial number, the restricted area within the gaming establishment where each slot machine is located and the address of the slot machine approved storage facility where each slot machine is located

Example:

State Seal#	Asset Number	Location	Manufacturer	Model Type	Serial #	Denom	Max Bet	Long Description	EPROM	RTP%	Progressive Type	Reset 1	Reset 2	Reset 3	Reset 4	Reset 5	Reset 6	Prog Inc 1	Prog Inc 2	Prog Inc 3	Prog Inc 4	Prog Inc 5	Prog Inc 6	
P-1222	1070	A1-1006	IGT	G23 MLD V2	2212063	\$0.05	10	HOT ROLL SUPER TIMES PAY	GC014002L3E001	89.93	SA	\$ 500.00	\$ 100.00	\$ 25.00				0.25%	0.33%	0.42%				
P-1226	2585	A1-101	ARISTOCRAT	HELIX UPRIGHT	H08074764	\$0.01	5	HIGH STAKES LIGHTNING LINK	1.01-63830101	88.972	Link	\$7,500.00	\$3,000.00	\$975.00	\$150.00	\$ 75.00	\$ 15.00	0.05%	0.05%	0.10%	0.10%	0.15%	0.25%	

SLOT CONTROL LOG

Below is the sample MGC Slot Control Log that is to be submitted with every Slot Change Form for all slot machine activities identified in this manual.

MGC SLOT Control Log

MGC Slot Change Form V2.0 (slot control log)																								
Site name: _____												QE Number/Week: _____												
Request Date: _____												Scheduled Start Date/Time: _____												
Implementation date: _____												Scheduled End Date/Time: _____												
Complete all columns in the below spreadsheet												Description of Change: _____												
#	OP	Action	RAM Clear Y/N	MGC Asset Tag Number	Vegas Asset Number	Slot Serial Number	Slot Manufacturer	Slot Model	FROM/OLD				TO/NEW				FOR MGC USE ONLY FROM TO							
									Zone	Location	Prog (778)	Software 1	Theme Description	Deason	Thco 1	Zone	Location	Prog (778)	Software 1	Binary Image (bin file)	Theme Description	Deason	Thco 1	MTSC
									Zone	Bank	Pool													
1																								
2																								
3																								
4																								
5																								
6																								
7																								
8																								

MGC SLOT Control Log Example



Section II: Commonwealth of Massachusetts procedures for the Transportation of Slot Machines and /or Software

SCOPE:

The procedures described in this section outline the notification process and the required information necessary for shipping all software and EGD's. The following functions require (1) day advanced notice in writing submitted to the IEB / NOC / GTL.

* Please note EGDs removed from the gaming floor require 5 business days' notice, see previous section.

- Procedures for Transporting Slot Machines
- Procedures for the Shipment or Transport of any Electronic Gaming Device Software to or from a Licensee Casino/Hotel Facility that are not installed in, or shipped with, electronic gaming devices

The Casino Licensee shall email all shipping notifications, to include the following information, to the MGC, a minimum of 1 day in advance; no approval from MGC is required. However, if the one day advanced noticed cannot be made a waiver request shall be submitted and will require approval.

MGC.ShippingNotifications@massgaming.gov

1. The full name and address of the person or entity that is shipping
2. The method of shipment and the name of the carrier
3. The reason for the shipment
4. The full name and address of the person or entity to whom the EGD's or software are being sent and the destination of if different from such address;
5. The quantity EGD's being shipped and serial number of each machine, as well as the expected date and time of shipment to / from their point of origin;
6. The quantity and all approved software components.
7. The expected date of delivery to, or shipment from any authorized location
8. The full name of the owner of the slot machines, for leased games, the licensee should be listed as the owner.
9. For games shipping into the Commonwealth, a copy of the certification report issued by the independent testing laboratory in accordance with 205 CMR 144.04(2).
10. In accordance with 205 CMR 144.03, the gaming licensee will be responsible for contacting IEB via email to arrange for the acceptance of the machines being delivered to the property.



It should be noted that the casino licensee will be responsible for ensuring that the Electronic Gaming Device software used in the casino licensee's facility must comply with 205 CMR 143, 205 CMR 144 and 205 CMR 145. Any deficiencies uncovered by the MGC or their designee when the software is inspected or at a later date may result in a formal complaint being filed against the casino licensee by the IEB.

All EGD software requires approval from GLI/BMM test labs. Software is not approved for use by the public at the licensee's gaming facility until required inspection and/or validation by the MGC is completed.

See Appendix A - Forms Section

- Slot Machine Shipment Notification Template: Manufacturer/Distributor or Casino Licensee
- EGD Software Shipment Notification Template: Manufacturer/Distributor or Casino Licensee



Section III: Additional requirements to change requests that contain Progressives

- Link Progressives and Stand-Alone Progressives Electronic Gaming Devices
- Multi-casino progressive link unit or progressive link with machines of different denominations or that requires different maximum wagers to hit the progressive jackpot
- Multi-casino links, wide area progressives links and in-house progressive links may be reduced to one machine per casino.

Progressive equipment and jackpots are governed by 205 CMR 143.02 and the gaming licensee's internal control procedures approved in accordance with 205 CMR 138.53 and 138.54.

A progressive meter shall be visible to all players who are playing a device, and will always clearly display the correct amount a patron is eligible to win at that time, unless it is a 'mystery jackpot' award.

SCOPE:

Prior to establishing a standalone or linked progressive and any modification to existing progressive EGD's the gaming licensee shall submit a Slot Change Form and Slot Control Log to the IEB and MGC / NOC / GTL (5) business days in advance, for review and approval, this will provide the NOC with the time needed make any changes to CMS.

As required by 205 CMR 145.01 the casino licensee shall be responsible for submitting to the IEB the updated Slot Master List the 1st Tuesday of every month and immediately after the completion of each project. See Section I for [Slot Master List procedures](#).

The filing of a Slot Change Form shall be required for the following progressive changes:

Note: please see section one for Slot Change Form and Slot Control Log specifics. [Slot Change Form Procedures](#)

- Installing a new stand-alone progressive machine or progressive link unit.
- Transferring a progressive jackpot's liability. Any transfer of progressive amounts must follow the regulation set forth in 205 CMR 143.02.
 - All current liability amounts will state their projected future location in detail including (level, and SA or Link).
 - When transferring multiple jackpot liabilities the licensee shall not transfer more than 2 ½ times the progressive reset value. Liabilities can be transferred across multiple 'like' units to help alleviate this problem.



- Increasing or decreasing the number of slot machines on a link progressive unit.
- Increasing or decreasing the probability of winning the jackpot.
- Changing the reset amount.
- Establishing or removing a jackpot payout limit. (jackpot payout limit refers to changing the ceiling, the must hit by or increasing/decreasing the payout limit)
- Any relocation, change or upgrade to the progressive controller, controller program, or service to.
- Decreasing or increasing the denomination of a stand-alone progressive slot machine or link progressive unit. Please note: When decreasing the denomination of an existing progressive
 - the required wager to win the progressive jackpot cannot be increased, i.e., existing \$.25 denomination progressive requires 3 coins (\$.75) to win progressive jackpot
 - If changing denomination to a \$.05, then number of coins required to win progressive cannot exceed 15 coins (\$.75).
- Replacing the slot machine program with a program having the same probability.
- Increasing or decreasing the number of machines in a link progressive unit.
- Installing or removing a common progressive display unit, meters associated signage.
- Rate of Progression Changes.
- Elimination and removal of a stand-alone progressive or link progressive unit once the progressive jackpot has been awarded to a winning patron. If the stand-alone progressive or link progressive unit is to be removed from the floor after the jackpot has been awarded.
- Any EGD moved to an approved storage location with a progressive award not transferred.

All changes that have progressive awards on them must follow the procedures found in this section as well as the applicable procedures in previous sections.

For any transfer or termination of progressive amounts being transferred or discontinued, on a specific theme, the licensee must provide ten (10) calendar day notice to both the patron, IEB and the NOC via the Slot Change Form the of the intended transfer notice. (Please see section one for, [Slot Change Form Procedures](#)). The transfer or termination cannot take place until the 10 calendar day period has passed.

The following is an example of the notice.

=====

NOTICE OF PROGRESSIVE JACKPOT REMOVAL

Please be advised that on May 10, 2020 the progressive jackpot’s liability currently offered on this machine will be transferred and will no longer be available as an award on this unit.

Date of Original Notification: May 10, 2020
Date of Progressive Elimination: May 20, 2020

=====



The IEB must be notified of any cancellations to all or any part of the project, if canceled any future request involving this machine will require a new Slot Machine Change Form.

1. Ten (10) calendar day public notifications of any progressive liability transfer or discontinued awards shall be conspicuously displayed on the front of each applicable EGD for at least ten days in advance of a transfer or termination of progressive awards.
2. All requests should provide the current liabilities, location to and from where the liability of the progressive amount is being transferred and any levels affected. See [Progressive Liability Form](#)
3. The following information is required on any Progressive Slot Control Log
 - current value,
 - overflow,
 - base value,
 - jackpot limit,
 - increment rate,
 - secondary increment,
 - hidden increment, and
 - reset value.
4. All progressive transfers must be made to a 'like' EGD as defined in 205 CMR 143.02(e). If there are other units on the floor with the same progressive odd(s) of winning and similar wager amount to win the award, then every effort should be made to transfer the liability to the same type of EGD.
5. IEB reserves the right to request a different 'to' EGD for a progressive transfer to satisfy both the 'similar' condition and the same or lower wager requirement to be eligible to win the award.
6. Every effort should be made to transfer standalone progressives to a standalone progressive and linked progressives to linked ones. One should never try to place multiple awards into one machine or link to one level. The opposite of placing a large liability across multiple similar units is not only allowed but encouraged.
7. Any EGD placed in approved storage with a progressive award must have an intended date of return to the casino floor and must follow procedures set in the licensee's submission of 138.53. A ten (10) day maximum will be allowed for progressive liabilities to be left *off* the floor in an approved storage area.
8. The initial review and approval for a multi-casino progressive link unit or a progressive link with machines of different denominations or that require different maximum



wagers as well as changes to such existing links will follow these procedures as well as those outlined in Section I, for review and approval, by the IEB in conjunction with the MGC GTL and CITL.

9. CCTV inspection coverage will be certified by the licensee's surveillance department. CCTV will be reviewed at the discretion of the IEB.
10. If the proposed change(s) requires a modification to the authorized Certificate of Operation, the licensee shall submit before and after floor / bank configurations for review and approval to the IEB in conjunction with the Slot Change Form and Slot Control Log, as outlined in section I.
11. Nothing in this section shall preclude the casino licensee from removing progressive slot machines from the casino floor. Prior to implementing any progressive slot machine changes the casino licensee shall follow all procedures for applicable inspections. (See Section I for details on [Slot Change Form Procedures](#)).



Section IV: Procedures for Slot Machine Payouts of Merchandise

SCOPE:

Prior to establishing a merchandise jackpot on any EGD, the gaming licensee shall submit a Slot Change Form and Slot Control Log, in addition to any CAD and/ or blueprints if applicable to the IEB and MGC / NOC / GTL (5) business days in advance, for review and approval. This will provide the NOC with the time needed to make any changes to CMS.

(All references to merchandise jackpots also refer to anything of value but not necessarily a cash prize.)

The filing of a Slot Change Form shall be required for the following changes:

- Installing a slot machine offering a merchandise jackpot;
- Installation of any signage or displays (pay glass) to include the location and specifications.
- A rendering of the patron signage detailing the option for a cash equivalent in lieu of merchandise.
- Increasing or decreasing the probability of winning the merchandise jackpot
- Establishing or eliminating a time limit for the following, requires the posting of a **public notice** of not less than 10 days in advance of the proposed changes.
 - Decreasing or increasing the probability of winning the merchandise jackpot.
 - Increasing or decreasing the denomination of the slot machine.
 - Changing the terms and/or conditions of the merchandise offering;
- Replacing the slot machine program with a program having the same probability.
- Decreasing or increasing the denomination of the slot machine.
- Any other **Modification** to the EGD.

If a sign or the actual merchandise is displayed, the following must also be submitted:

- a Certification from the Director of Surveillance,
- an Architectural and Engineering Certification concerning the structural integrity of the suspension system(s) and
- A Sight-Line Analysis if required by the MGC or local or state agencies.

The gaming licensee must submit procedures which address the awarding of merchandise to a patron. At a minimum, these procedures shall include the two part documentation given to the patron at the time of the jackpot supporting the winning of the merchandise (or equivalent cash value). At a minimum, one copy shall be issued to the patron and one copy shall be agreed to the triplicate copy of the Payout Slip or stored data as required.



The IEB must be notified of any cancellations to all or any part of the project, if canceled any future request involving this machine will require a new Slot Machine Change Form, please see [Slot Change Form Procedures](#).

INSPECTIONS:

The casino licensee will be responsible for contacting the IEB or their designee, the MGC GTL, NOC and CITL to arrange for the inspection of the slot machine(s) (as required). The date and names of the individuals contacted along with the scheduled inspection dates shall be recorded in the designated areas of Slot Change Form.

CCTV inspection is required for all movements, merchandise placement and signage if applicable, and will be certified by the licensee's Surveillance Department. The IEB or their designee at their discretion will review the CCTV coverage.

The IEB shall review the submitted Slot Change Form and necessary supporting documentation. The IEB will notify the licensee with the approval to begin the project via email and attaching the Slot Change Form with a signature on the Approval for Change line on page three of the slot change form.

Upon completion of the project and necessary inspections the IEB shall be authorized to approve the opening of the slot machines and the use of the merchandise jackpots.



MERCHANDISE OR JACKPOT SUBMISSION

Type of Machine: Link Double Single Non-Progressive (Circle One)

Slot Machine Manufacturer/Model Number(s): _____

Location Number(s) of Slot Machine(s): _____

Asset Number(s) of Slot Machine(s): _____
as indicated on attached blueprint

Number of Machine(s): _____ Denomination: _____

Rate of progression (if applicable): _____%

Chip identification number(s): _____

Percentage Payout:	1 st	3 rd	5 th	7 th	9 th
	2 nd	4 th	6 th	8 th	10 th

Winning combination that awards the merchandise or thing of value: _____

Attached is a facsimile of: Sign ____ Pay Glass ____ Other ____ N?A ____ (check one)

Name or brief description of merchandise or thing of value offered: _____

Equivalent cash value of merchandise or thing of value offered: _____

Does patron have option of receiving the cash equivalent in lieu of the merchandise or thing of value offered? Yes ____ No ____

If yes provide verbiage.

Location of merchandise and/or sign which contains a brief description of the merchandise or thing of value offered: _____

Manner of installing or placing merchandise on the casino floor: _____

The dates the merchandise or thing of value will be offered if a time limit is established: _____



CERTIFICATION OF SURVEILLANCE

I hereby certify that I have reviewed the blueprint depicting the proposed locations for the placement of merchandise requested herein and that the camera coverage for those locations is adequate to afford proper surveillance.

Prior to the machines being opened for play, I will perform the necessary inspections to support my certification.

_____	_____	_____
Director Surveillance / CCTV or Designee	Title	Date



Section V: Destruction of Slot Machines

SCOPE:

The procedures described in this section shall apply to any slot machine being destroyed in the Commonwealth, this request shall require (5) business day advanced notice submitted to the IEB / NOC / GTL for review and approval, this will provide the NOC, with the time needed to make any changes to CMS.

NOTICE:

Prior to the destruction of any slot machine(s), the licensee destroying the machine(s) must send a notice of destruction via the [Slot Change Form](#) to the MGC – Gaming Technology Manager, IEB - Field Manager of Gaming Operations and IEB - Senior Supervising Gaming Agent (see section one for [Slot Change Form Procedures](#)).

In addition to the information required on the Slot Change Form the above notice must contain the following information:

- The full name and address of the person or entity destroying the machines.
- The place of destruction.
- The method of destruction.
- The quantity of machines being destroyed, the serial number of each machine and the MGC state seal number for each machine.
- The expected date and time of destruction of the machines.

The IEB shall require the following immediately prior to destruction;

- the serial number plate provided to IEB
- the state seal removed
- Certification that the cash box, locks and integral computer components have been removed



Appendix A - Forms Section

Slot Machine Shipment Notification Template Manufacturer/Distributor or Casino Licensee

Notification of Gaming Device Movement

Date: *February 2, 2018*

From: Vendor Name
Vendor Address

To: Investigations and Enforcement Bureau
Massachusetts Gaming Commission
101 Federal Street, 12th Floor
Boston, MA 02110

As required by 205 CMR, the following information pertains to the expected shipment and transport of gaming devices into/out of the Commonwealth of Massachusetts. The gaming devices involved in this shipment are identified on the attached slot machine activity control log.

_____ **New Gaming Device Shipment to Casino Licensee Facility**

- **Are these Gaming Devices Currently Permitted for Use? Yes: _____ No: _____ N/A: _____**
Permit Number(s): _____
If No or N/A Explain: _____

_____ **Shipment of Gaming Devices from Casino Licensee Facility**



Shipment and Transport Information

Full Name and Address of Shipper	<i>Jones Slot Company 11 Handle Drive Jackpot, NV 89119</i>
Owner of Gaming Devices, if applicable	<i>Slot Maker USA</i>
Method of Shipment and Name of Carrier(s)	<i>Truck Jones Slot Trucking Company</i>
Reason for Machine Transportation	<i>New Installation – Slot Machine Purchase</i>
Full Name and Address of Entity to Whom the Machines are Being Shipped	<i>New Casino 11 Main Street Boston, MA</i>
Destination	<i>Same as Casino Address</i>
Quantity of Gaming Devices to be Shipped	<i>10</i>
Expected Date and Time of Shipment	<i>February 14, 2018</i>
Expected Date and Time of Arrival	<i>February 28, 2018</i>

If you have any questions concerning the shipment of these gaming devices, please contact me at <provide contact information here>.

Sincerely,

*John Smith
Compliance Manager*

Attachments

- C:
- IEB - Field Manager of Gaming Operations (or his designee)
 - IEB – Compliance Manager
 - IEB - Senior Supervising Gaming Agent.



EGD Software Shipment Notification Template Manufacturer/Distributor or Casino Licensee

Notification of Shipment or Transport of Operating System Software, EPROMS or EGD Programs

Date: *February 2, 2018*

From: Vendor Name
Vendor Address

To: Investigations and Enforcement Bureau
Massachusetts Gaming Commission
101 Federal Street, 12th Floor
Boston, MA 02110

Dear Sirs,

As required by 205 CMR, the following information pertains to the expected shipment and transport of operating system software, EPROMS or EGD programs into/out of the Commonwealth of Massachusetts. The gaming device operating system software, EPROMS or EGD programs involved in this shipment are identified below.

XX Shipment of Operating System Software, EPROMS or Gaming Programs to a Casino Licensee Facility

- Is this Operating System Software, EPROMS or Gaming Program for use in Currently Permitted Gaming Devices? Yes: _____ No: _____ N/A: _____

Permit Number: _____

If No or N/A Explain: _____

Description of Operating System Software, EPROMS or Gaming Program to be shipped (include program name, program number(s), model and theme information and functional explanation of software):



_____ Shipment of Operating System Software, EPROMS or Gaming Programs from a Casino Licensee Facility

Description of Operating System Software, EPROMS or Gaming Program to be shipped (include program name, program number(s), model and theme information and functional explanation of software):

Shipment and Transport Information

Full Name and Address of Shipper	<i>Jones Slot Company 11 Handle Drive Jackpot, NV 89119</i>
Owner of Gaming Device Software and Address, if applicable	<i>Slot Maker USA 17 ticket Dr Handpay, AZ</i>
Method of Shipment and Name of Carrier(s)	<i>Truck Jones Slot Trucking Company</i>
Reason for Software Transportation	<i>New Installation – Slot Machine Purchase</i>
Full Name and Address of Entity to Whom the Machines are Being Shipped	<i>New Casino 11 Main Street Boston, MA</i>
Destination	<i>Same as Casino Address</i>
Quantity to be Shipped	<i>10</i>
Expected Date and Time of Shipment	<i>February 14, 2018</i>
Expected Date and Time of Arrival	<i>February 28, 2018</i>

If you have any questions concerning the shipment of these gaming devices, please contact me at <provide contact information here>.

Sincerely,

John Smith
Compliance Manager

Attachments

C:

- IEB - Field Manager of Gaming Operations (or his designee)
- IEB – Compliance Manager
- IEB - Senior Supervising Gaming Agent.



Slot Machine Change Form – Casino Licensee

Slot Change Form #



Investigations and Enforcement Bureau

To:

From:

Date:

Subject:

The [redacted] is requesting the authorization of the IEB to make the following changes beginning on [redacted] and until complete:

Slot Machine Movement

- Relocation of Existing Slot Machines on the Casino Floor
- Relocation from a Storage Location to the Casino Floor
- Relocation from the Casino Floor to a Storage Location
- Installation of New Slot Machines to the Licensee's Casino Floor (Shipment)
- Removal / Transport of slot machines from the Licensee's Facility (Shipment)

Type of Change (if any)

- Machine Theme Conversion
- Machine Theme Termination
- Progressive Transfer
- Percentage Change
- Denomination Change
- Other Machine Modification

Does the request involve Progressive Slot Machines? Yes: No:

If progressive contributions are transferred please answer the following:

How many progressive levels are scheduled for transfer?

How many progressive levels are available in the new configuration?

What are the progressive contribution rates?



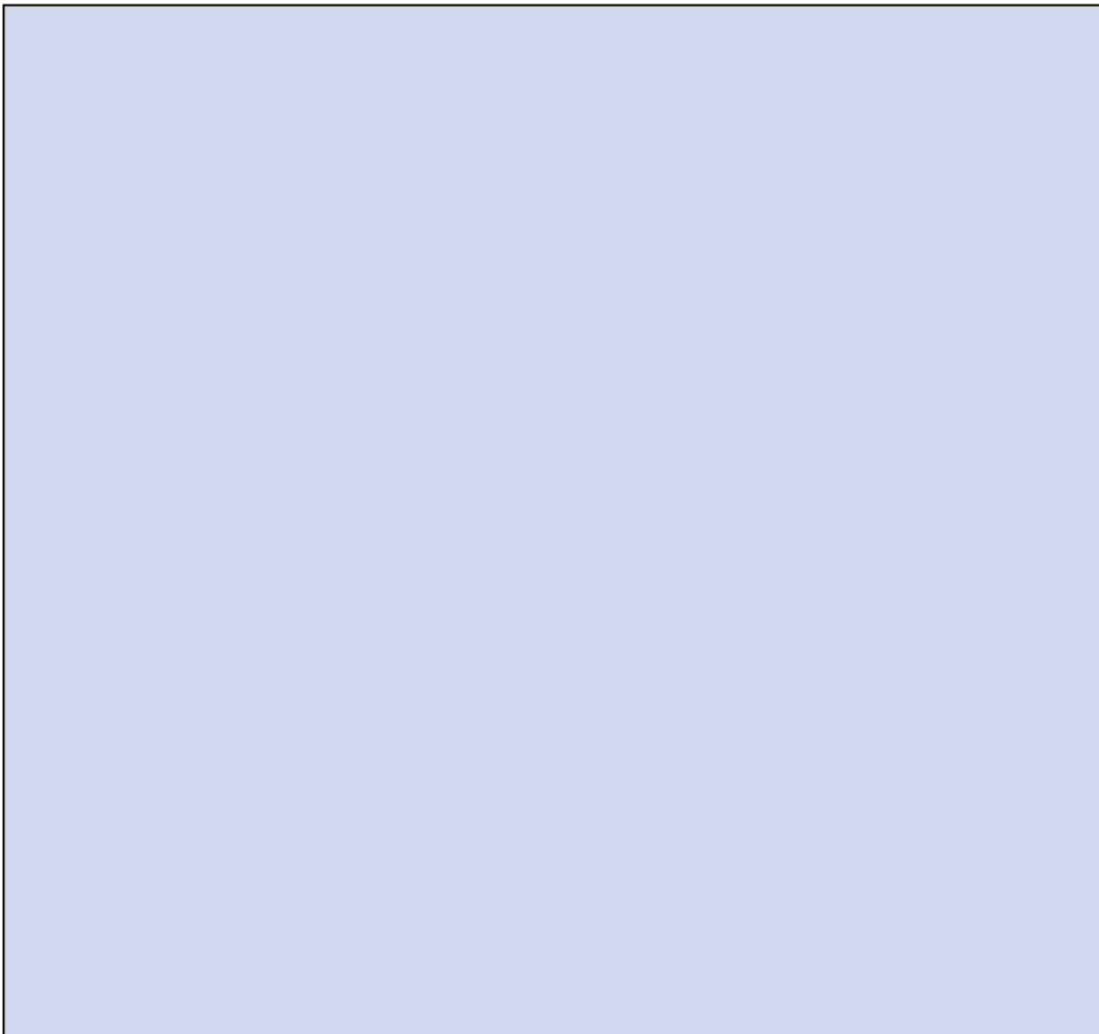
*Investigation and
Enforcement Bureau*



Number of Gaming positions

Before: After:

Description of Modification (Detailed):






For Official Use Only

Evidence Tape Intact (if applicable)? Yes: No: N/A:

Slot Machine Inspection Required? Yes: No:

Approval for Change:


IEB or Designee


Date



Investigation and Enforcement Bureau



Section to be handled and filled out by Licensee

Certification of Licensee

Progressive Amounts Recorded?	Yes: <input type="radio"/> No: <input type="radio"/> N/A: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Slot Technician or designee	Title	Date
Were there any overflow pools?	Yes: <input type="radio"/> No: <input type="radio"/> N/A: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Slot Technician or designee	Title	Date
Was the NOC called prior to disabling?	Yes: <input type="radio"/> No: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Slot Technician or designee	Title	Date
Cash Boxes Removed/Replaced?	Yes: <input type="radio"/> No: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Cage or Slots designee	Title	Date
Cash Boxes Transported to/from Count room?	Yes: <input type="radio"/> No: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Cage or Security designee	Title	Date
Any locks Installed/Removed?	Yes: <input type="radio"/> No: <input type="radio"/> N/A: <input type="radio"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Locksmith or Security designee	Title	Date

Signature for partial approval:

<input type="text"/>	<input type="text"/>
Slot Shift Manager or Designee	Date

Certification of Completion and Slot Machine Readiness:

<input type="text"/>	<input type="text"/>
Slot Shift Manager or Designee	Date

*In signing off on this certification the licensee is stating that any and all settings, signatures, liabilities, transfers, approvals, and paper work has been completed at the time of this request.



Investigation and Enforcement Bureau

CERTIFICATION OF SURVEILLANCE

I hereby certify that I have reviewed the blueprint depicting the proposed locations for the progressive slot machines requested herein and that the camera coverage for those locations is adequate to afford proper surveillance.

Prior to the machines being opened for play, I will perform the necessary inspections to support my certification.

Director Surveillance / CCTV or Designee	Title	Date



For Official Use Only

Approval for Use:		
	IEB or Designee	Date

Attachments

- C: IEB - Field Manager of Gaming Operations (or his designee)
- IEB - Compliance Manager
- IEB - Senior Supervising Gaming Agent

Appendix B: Manufacturers Processes

Section B1: Slot Machine Permitting and Registration Procedures

SCOPE:

The procedures described in this section shall apply to the Permitting and Registration of an Electronic Gaming Device (EGD) to be operated by casino licensees in the Commonwealth of Massachusetts.

REGULATION

205 CMR 144.00: APPROVAL OF SLOT MACHINES AND ELECTRONIC GAMING EQUIPMENT AND TESTING LABORATORIES

NOTICE:

Any electronic gaming device (EGD); slot machines, electronic table games and similar devices; as described in 205 CMR 144.01, that are sold, shipped and/or operated in the Commonwealth of Massachusetts must be permitted by the Massachusetts Gaming Commission.

No slot machine manufacturer or vendor shall sell, lease or otherwise place, nor can any casino licensee possess, operate or purchase, an EGD intended for use in the Commonwealth of Massachusetts unless a Permit has been issued for the EGD by the Massachusetts Gaming Commission.

If no permit has been issued by the Massachusetts Gaming Commission the EGD cannot be sold, leased or provided to a casino licensee or shipped into the Commonwealth of Massachusetts.

To register and obtain a permit for an unpermitted EGD, the EGD manufacturer, vendor or EGD owner must contact the Massachusetts Gaming Commission in writing to formally request that a permit be issued for the EGD.

DEFINITION

Any Electronic Gaming Device or platform* not already in use and permitted in the Commonwealth of Massachusetts will require a permit to be issued.

*An Electronic Gaming Device or platform is defined as a unique instance, either physical and/or electronic, of a slot machine, electronic table game and similar device, as described in 205



CMR 144.01(2), which requires specific testing and approval by a Certified Independent Test Laboratory.

A unique Electronic Gaming Device or platform may utilize a variety of gaming device configurations which include different operating software, game personalities, themes and OEM equipment options. Manufacturers of OEM hardware and peripheral devices (ticket printers, bill acceptors, etc.) develop interfaces and gateways so that their hardware can communicate and operate with a variety of gaming devices using different OS. This flexibility allows the EGD and OEM manufacturers to support a variety of different game and cabinet configurations but does not necessarily warrant a new permit.

A new, modified or unique instance of a gaming device listed in 205 CMR 144.01(2) will be determined by the Massachusetts Gaming Commission. This determination may be based on the requirement for a certified independent testing laboratory approval related to a hardware configuration, the operating system and associated software an EGD uses and/or any new, modified or unique OEM software or hardware not previously tested and approved for use in the EGD.

PROCEDURE

Prior to the sale, lease, placement or shipment of any EGD to a casino licensee in the Commonwealth of Massachusetts the slot machine manufacturer, vendor or EGD owner should contact the Massachusetts Gaming Commission and confirm that a permit has been issued for the EGD being sold, leased, placed or shipped. A list of currently permitted EGDs can be found on the Massachusetts Gaming Commission website.

In order to request a permit for an EGD the slot machine the manufacturer, vendor or EGD owner must, in addition to other required documentation, provide proof that the EGD has been tested and approved by a certified independent testing laboratory and the EGD meets the appropriate standards and interoperability requirements of the Commonwealth of Massachusetts.

The request for an EGD permit shall contain:

- a) Name and address of the slot machine manufacturer, vendor or EGD owner;
- b) Name of the primary contact for the slot machine manufacturer, vendor or EGD owner;
- c) The slot machine manufacturer, vendor or EGD owner's Massachusetts Gaming Commission license number or registration number;
- d) The unique name and model number for the EGD for which the registration and permit is being sought;



- e) A description of the EGD and what makes the EGD different from currently permitted EGDs;
- f) A detailed description that explains the benefits, changes, features, operating characteristics, system upgrades and/or security enhancements found in this EGD that are not currently available in already permitted EGDs;
- g) A copy of the Certified Independent Testing Laboratory certification and approval for the EGD;
- h) A list of all jurisdictions (if any), at the time of the EGD permit submission request, in which the EGD has been granted or denied licensure, registration, or similar approval;
- i) The permitting fee in accordance with 205 CMR 144.05; and
- j) Additional documentation as requested.

Upon receipt of the EGD permit request, the Massachusetts Gaming Commission's Gaming Technology Laboratory may require that the slot machine manufacturer, vendor or EGD owner provide, at their own expense, a functioning EGD that is interoperable with the Massachusetts Gaming Commission's CMS system as well as any and all documentation and other materials necessary to conduct testing and evaluate compliance.

Prior to issuing a permit and after completing a review of the EGD, the Massachusetts Gaming Commission may require a trial period of up to 90 days to test the EGD at a casino licensee's facility. During the trial period, minor changes in the operation and/or design of the gaming device may be made with prior approval by the Massachusetts Gaming Commission and the Investigations and Enforcement Bureau.

Upon reviewing the gaming device permit request and conducting any additional testing or trials that may be required, the Massachusetts Gaming Commission shall issue an EGD permit if the EGD meets the requirements of 205 CMR 144.02(7). If a gaming device does not meet the requirements of 205 CMR 144.02(7), the Commission may deny the EGD permit entirely or issue the EGD permit subject to any conditions necessary for the EGD to meet the requirements of 205 CMR 144.02(7). If the Massachusetts Gaming Commission denies or conditionally approves the gaming device permit, the Massachusetts Gaming Commission shall provide a written notification containing the reason for the denial or the specific conditions required. The EGD permit shall not expire, but shall be subject to any future conditions imposed in accordance with 205 CMR 144.02(8).



Massachusetts Gaming Commission Electronic Gaming Device Permit Request

To: Massachusetts Gaming Commission, Gaming Technology Unit
101 Federal Street, 12th Floor
Boston, MA 02110

From: Robert Lawman, VP of Compliance
Game Company USA
777 Handpay Way
Jackpot, MO

Date:

Subject: Electronic Gaming Device Permit Request

Dear <mr./mrs.> ,

As required by 205 CMR 144.00, Game Company USA requests that the Massachusetts Gaming Commission review the attached EGD documentation and grant Game Company USA an Electronic Gaming Device Permit for the aforementioned EGD.

The following information pertains to the electronic gaming device to be permitted:

- <Name and address of the slot machine manufacturer, vendor or EGD owner>
- <Name of the primary contact for the slot machine manufacturer, vendor or EGD owner>
- <The slot machine manufacturer, vendor or EGD owner's license or registration number>
- <The unique name and model number for the EGD for which the registration and permit is being sought>
- <A description of the EGD and what makes the EGD different from currently permitted EGDs>
- <Describe in details the benefits, changes, features, operating characteristics, system upgrades and/or security enhancements found in this EGD that are not currently available in already permitted EGDs>
- <A copy of the certified independent testing laboratory certification and approval for the EGD>
- <A list of all jurisdictions (if any), at the time of EGD permit submission, in which the EGD has been granted or denied licensure, registration, or similar approval>



The following additional documentation is also available upon request:

- Technical documents, manuals and schematics including documents for associated equipment (bill validator, progressive, etc.).
- Software including OS, progressive control, video and any associated peripheral or OEM device.
- Percentage calculations, EGD artwork and reel strip and pay tables and.
- Complete source code, emulation instructions and all accounting meter sets.
- All operations manuals and user documentation.
- Any other information or data used by the CITL <GLI/BMM> in conjunction with the testing and certification of the aforementioned EGD.

In accordance with 205 CMR 144.05 the permitting fee is included with this request.

If you have any questions concerning this permitting request or need any additional information please contact me at <provide contact information here>.

Sincerely,

Robert Lawman,
VP of Compliance

Attachments

C:

- IEB - Field Manager of Gaming Operations (or his designee)
- IEB – Compliance Manager
- IEB - Senior Supervising Gaming Agent.



Section B2: Slot Machine Prototype Approval

SCOPE:

The procedures described in this section shall apply to slot machine prototype submission and approval.

NOTICE:

The manufacturer or distributor shall submit a letter to the MGC and IEB of its intent to submit a slot machine for prototype to the MGC GTL and/or CITL for review and approval. It should be noted that the manufacturer must apply for licensure prior to submitting any product for review if they are not already licensed by the Massachusetts Gaming Commission and the Commonwealth of Massachusetts. A copy of the request shall also be submitted to the MGC Gaming Technology Manager, IEB Field Manager of Gaming Operations, Compliance Manager, and IEB Senior Supervising Gaming Agent for formal approval prior to the shipment of any prototype product into the Commonwealth to the MGC GTL and/or CITL for testing. The Gaming Technology Manager or their designee shall advise the manufacturer/distributor when to submit a notice of shipment. The MGC GTL and/or CITL shall acknowledge receipt of the prototype shipment.

The notice of shipment shall be forwarded by the manufacturer/distributor in advance to the MGC Gaming Technology Manager, IEB Field Manager of Gaming Operations, Compliance Manager, and IEB Senior Supervising Gaming Agent. Prior to transporting any slot machines into the Commonwealth, the manufacturer, distributor, seller, or other person shipping such machines shall notify the MGC GTL and the IEB in writing, of such shipment giving the following information:

1. The full name and address of the person or entity shipping said machines;
2. The full name and address of the owner of the machines if different than 1 above;
3. The method of shipment and the name of the carrier or carriers;
4. The full name and address of the person or entity to whom the machines are being sent and the destination of said machines if different from such address;



5. The quantity of machines being shipped, make and serial number of each machine;
6. The expected date and time of shipment of the machines from their point of origin;
7. The expected date and time of arrival of the slot machines at their destination within this state; and
8. The port of entry, if any, of said machines.

Unless otherwise directed, these slot machines will be transported directly to the IEB, MGC GTL and/or CITL as required.

Along with the shipment, a set of the prints, schematics, block diagram, circuit analysis, payout percentage sheet, award glass facsimile and a comprehensive and technically accurate description and explanation in both technical and layman's language of the manner in which the device operates and how the payout percentage is achieved.



Massachusetts Gaming Commission Gaming Device Prototype Approval Request

To: Massachusetts Gaming Commission, Gaming Technology Unit
101 Federal Street, 12th Floor
Boston, MA 02110

From: Robert Lawman, VP of Compliance
Game Company USA
777 Handpay Way
Jackpot, MO

Date:

Subject: Electronic Gaming Device Prototype Submission

Dear <mr./mrs.> ,

As required by 205 CMR, Game Company USA requests permission from the Massachusetts Gaming Commission to submit and ship the follow electronic gaming device prototype for review and approval by <CITL - GLI/BMM> for use in the Commonwealth of Massachusetts. .

The following information pertains to the electronic gaming device prototype submission:

- <Describe in detail what makes this electronic gaming device prototype different or unique compared to previous gaming platforms or designs already approved? >
- <Describe in details the benefits, changes, features, operating characteristics, system upgrades and/or security enhancements found in this prototype that are not currently available in current models. >

List all the necessary documentation as required by the <CITL - GLI/BMM> for review and testing.

- Technical documents, manuals and schematics including documents for associated equipment (bill validator, progressive, etc.).



- Software including OS, progressive control, video and any associated peripheral or OEM device.
- Percentage calculations, reel strip listings, paytables, payglass details for all submitted games.
- Complete source code, emulation instructions and all accounting meters.
- All operations manuals and user documentation.
- Any other information or data required by the CITL <GLI/BMM> to test and certify the requested prototype.

___ Prototype Shipment of Electronic New Gaming Device to CITL <GLI/BMM>

___ Prototype Shipment of Electronic New Gaming Device to MGC GTL

___ Prototype Shipment of Electronic New Gaming Device to <Casino Licensee Facility>

- Is this Electronic Gaming Device Prototype in use in any other gaming jurisdiction?
Yes: ___ No: ___ N/A: ___ Jurisdiction(s): _____ Install Date: _____
- Is this Electronic Gaming Device Prototype Permitted for Use in the Commonwealth of Massachusetts? Yes: ___ No: ___ N/A: ___ Permit Number: _____

The following information pertains to the expected shipment and transport of the electronic gaming device prototype to <CITL - GLI/BMM>. The electronic gaming device prototype involved in this shipment is identified on the attached slot machine activity control log.

Shipment and Transport Information

Full Name and Address of Shipper	<i>Game Company USA 777 Handpay Way Jackpot, MO</i>
Owner of Gaming Devices, if applicable	<i>Game Company USA</i>
Method of Shipment and Name of Carrier(s)	<i>Truck Jones Slot Trucking Company</i>
Reason for Machine Transportation	<i>Electronic Gaming Device Prototype Testing</i>
Full Name and Address of Entity to Whom the Machines are Being Shipped	<i>CITL or Casino Licensee <GLI/BMM/Casino></i>
Destination	<i>Same as CITL or Casino Licensee</i>
Quantity of Gaming Devices to be Shipped	<i><1></i>
Expected Date and Time of Shipment	<i>September 14, 2018</i>
Expected Date and Time of Arrival	<i>September 28, 2018</i>



If you have any questions concerning the shipment of these gaming devices, please contact me at *<provide contact information here>*.

Sincerely,

Robert Lawman,
VP of Compliance

Attachments

C:

- IEB - Field Manager of Gaming Operations (or his designee)
- IEB – Compliance Manager
- IEB - Senior Supervising Gaming Agent.

Example of MGC SLOT Control Log



Site name: **PPC**

OP Number/Week: **CR20-001**

Request Date: **05-11-2020**

Implementation date: **05-12-2020**

Complete all columns in the below spreadsheet

#	OP	Action	RAM Clear Y/N	MGC Asset Tag Number	Venue Asset Number	Slot Serial Number	Slot Manufacturer	Slot Model	Zone	Bank
1	X	Install	Y	W-1934	500078	B181272362	SciGames	Twinstar		
2		De-Install	Y	W-2959	500373	B181272316	SciGames	Twinstar	KK	07
3		Move	Y	W-1936	500080	B181272363	SciGames	Twinstar	KK	07
4		Config Change	Y	W-2960	500374	B181272317	SciGames	Twinstar	KK	07