

**3772-9-09 3772-9-09 Installation or Removal of electronic gaming equipment from the casino facility's gaming floor.**

(A)(A) Except when necessary due to a malfunction, a A casino operator shall notify the executive director of the commission in writing and receive obtain written approval from the executive director of the commission, or the executive director's designee, at least five days before moving installing or removing electronic gaming equipment within from the gaming floor.

(B) Access within the secure area of electronic gaming equipment for the purpose of installation or removal shall be logged, except for access associated with the scheduled removal of the equipment's bill validator canister. The log shall include, but is not limited to:

(1) The electronic gaming equipment manufacturer's serial number;

(2) The electronic gaming equipment's asset number;

(3) Name of the employee who opened the secure area;

(4) Gaming license number of the employee who opened the secure area;

(5) Date and time of entry; and

(6) The reason for entry.

(C) Critical program storage media shall be verified and sealed by a commission employee or authorized agent before any electronic gaming equipment is placed into service at a casino facility, unless otherwise approved by the executive director of the commission or the executive director's designee.

. In the event of a malfunction, the casino operator shall immediately notify the commission of the movement. A casino operator shall not remove any electronic gaming equipment from the casino facility's gaming floor unless:

(A) The commission, through its employees or agents, is notified beforehand;

(DB) The following must occur before removing electronic gaming equipment from the gaming floor:

(1) The commission seal must be removed, unless otherwise approved by the executive director of the commission or the executive director's designee. Seals may only be removed by a commission employee or authorized agent.;

(2) The equipment's bill validator canister is removed and transported to the count room;

(E3) All meters are read and recorded in conformity with the casino operator's internal control standards; and

(D4) Any credits, cashable or non-cashable, remaining on the equipment are removed cancelled in accordance with the casino operator's internal control standards; and

~~(E) Installation and The removal of electronic gaming equipment is shall be recorded in the log required to be maintained under rule 3772-9-08 of the Administrative Code.~~

~~(E) All required logs shall be maintained in accordance with the record retention requirements contained in rule 3772-3-05 of the Administrative Code.~~