



**Confederated Tribes of Coos, Lower Umpqua, and  
Siuslaw Indians  
Confederated Tribes Gaming Commission  
5647 HWY. 126, Suite 100,  
Florence, Oregon 97439**

## **Shipping Requirements Vendors of Class III Gaming Equipment & Gaming Software**

**Send Shipping Notifications to:** F. Dean Durgan, Deputy Director  
Cc: Cheryl Hoile, Gaming Inspector/IT Tech  
Rakesh Halka, Gaming Inspector  
Brian Culy, Gaming Inspector

**Gaming Commission Director:** F. Dean Durgan, Deputy Director

**Commission Contact:** F. Dean Durgan, Deputy Director  
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**Contact Info  
for the:**      **Three Rivers Casino Resort**  
5647 Hwy 126  
Florence, OR 97439

**Contact:** John Merrick, Slot Manager      Dan Drennen, Slot Tech Manager  
Phone: 541-902-6627      541-902-6632  
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**Contact Info  
for the:**      **Oregon State Police Tribal Gaming Section**  
4190 Aumsville Hwy. S.E.  
Salem, OR 97317  
Phone: 503-378-6999      Fax 503-378-6878  
Centralized Email: [tribalgamingosp@state.or.us](mailto:tribalgamingosp@state.or.us)

## A. The following are standards for shipping VLT (slot) Terminals:

1. Notification for machine shipment must go to the Oregon State Police, Confederated Tribes Gaming Commission (CTGC), and Casino **ten (10) work days** prior to shipment date. Email notifications are preferred and should be made to both the Director and the Gaming Inspector.
2. All gaming software (EPROMS, flash boards, flash cards, CD/DVD's, thumb drives etc.) **MUST BE REMOVED** from the VLT and shipped directly to the Gaming Commission as listed below in the Gaming Software Standards.
3. Logic Boards **DO** stay in the machines. (Unless flash components prevent removal of the Gaming software, in which case the boards must be removed and sent to the Commission.)
4. VLT's that use a hard drive platform can be shipped with the gaming program pre-loaded as long as the hard drive has been disabled by the removal of the boot prom or similar removable component. The boot prom and a copy of the installed gaming software must then be sent directly to the Commission. **The Copies of the hard drive gaming programs (i.e. CD's, USB's etc.) must be provided to the Commission prior to the machines' arrival** for use in reinstallation if necessary.
5. Software for new machine shipments must arrive at the Commission at least seven (7) work days prior to the machines arrival date, unless waived in writing by the Commission.
6. Provide GLI or BMM approval letters for all hardware and software being shipped. Electronic versions of these hardware and software approvals are preferred and should be sent electronically as attachments to the above required shipment notices to the Gaming Commission. If you must send hard copies please include them with the respective hardware or software shipments.
7. **DO NOT SHIP VLT's** until the Oregon State Police faxes or emails the shipping authorization to you. A copy of that authorization must accompany the shipment of machines.
8. Please be sure that the bill of lading matches the product on board the shipping vehicle before it leaves the point of origin. Trailers must be sealed and the **trailer seals must match bill of lading and shipping authorization**. This does not require a dedicated truck/trailer, however the trailer must be resealed following any delivery with the new seal noted on the bill of lading and signed by the regulatory agent witnessing the re-sealing of the shipment with their contact information.
  - a. If truck/trailer seals are forwarded to this property for scheduled return shipments, they should be addressed to the Gaming Commission as described in "standards for shipping Gaming Software" number one below. The seal must be shipped in a timely manner so that it is on property prior to the pickup date.
  - b. Please see attached **SAMPLE** format for sending required information to the Oregon State Police, for machine shipment authorization. This form is not required to be used if you have a format that meets or exceeds the required information included in this Sample format or required by the State. If you do not have an established format that meets or exceeds this attached format, please use this sample format.

## **B. The following are standards for shipping Gaming Software:**

1. All gaming software (EPROMS, flash boards, flash cards, CD/DVD's, thumb drives etc.) must be marked as "Sensitive" on the outside of the shipping package and shipped directly to the Gaming Commission at:

Confederated Tribes Gaming Commission  
Attention: Dean Durgan, Deputy Director  
5647 HWY. 126, Suite 100  
Florence, Oregon 97439

2. Notification to the Confederated Tribes Gaming Commission of software being shipped for conversions, is required and must be made at a minimum of seven (7) work days prior to the shipping date (unless waived in writing by the Commission). Email notifications are preferred and should be made to both the Director and the Gaming Inspector.
3. Replacement of defective, revoked or obsolete software **does not require** the seven (7) day prior notice of shipping. The notification for shipments sent as a replacement for defective or revoked software can be made at any time up to the date of shipment. Email notification is preferred and should be made to both the Director and the Gaming Inspector.
4. **Provide GLI or BMM approval letters for all software being shipped.** Electronic versions of these hardware and software approvals are preferred and should be sent electronically as attachments to the above required shipment notices to the Gaming Commission. If you must send hard copies please include them with the respective software shipments.
5. Gaming software shipments do not require notification to or authorization from the Oregon State Police.

## **C. The following are standards for shipping Progressive Controllers associated software:**

1. All Progressive Controllers and their associated software must be marked as "Sensitive" and shipped directly to the Gaming Commission at:

Confederated Tribes Gaming Commission  
Attention: Dean Durgan, Deputy Director  
5647 HWY. 126, Suite 100  
Florence, Oregon 97439

2. Notification to the Confederated Tribes Gaming Commission of the shipment is required and must be made at a minimum of seven (7) work days prior to the shipping date (unless waived in writing by the Commission). Email notifications are preferred and should be made to both the Director and the Gaming Inspector.
3. Provide GLI or BMM approval letters for all hardware and software being shipped. Electronic versions of these hardware and software approvals are preferred and should be sent electronically as attachments to the above required shipment notices to the Gaming Commission. If you must send hard copies please include them with the respective software shipments.

4. Progressive Controller shipments do not require notification to or authorization from the Oregon State Police.

**D. The following are standards for shipping Card Shuffle Machines and associated software:**

5. All Card Shufflers and their associated software must be marked as “Sensitive” and shipped directly to the Gaming Commission at:

Confederated Tribes Gaming Commission  
Attention: Dean Durgan, Deputy Director  
5647 HWY. 126, Suite 100  
Florence, Oregon 97439

6. Notification to the Confederated Tribes Gaming Commission of the shipment is required and must be made at a minimum of seven (7) work days prior to the shipping date (unless waived in writing by the Commission). Email notifications are preferred and should be made to both the Director and the Gaming Inspector
7. Provide GLI or BMM approval letters for all hardware and software being shipped. Electronic versions of these hardware and software approvals are preferred and should be sent electronically as attachments to the above required shipment notices to the Gaming Commission. If you must send hard copies please include them with the respective software shipments.
8. Card Shufflers shipments do not require notification to or authorization from the Oregon State Police.

If you have any questions regarding any of this information please do not hesitate to contact me.

Sincerely,



F. Dean Durgan, Deputy Director  
Confederated Tribes Gaming Commission  
5647 HWY. 126, Suite 100  
Florence, Oregon 97439

## SAMPLE MACHINE SHIPMENT NOTICE

(To be provided to OSP, CTGC and Three Rivers Casino)

For the following:

Manufacturer: ABC Gaming

Address: 1235 Day St. Las Vegas, NV 89118

Telephone Number: (777) 777-7777

Point of Origin	Point of Destination
ABC Gaming	Three Rivers Casino
1235 Day St.	5647 Hwy 126
Las Vegas, NV 89118	Florence, OR 97439

Shipment Date: April 26, 2014 Arrival Date: April 30, 2014

Sales Order Number: 7256

Carrier: Landstar

Seal Number: Seal #000001

Address of Carrier: 4065 Circle St, Mesa, AZ 86314

Notified of authorization: March 24, 2014 – Awaiting Permit from OSP. April 1, 2014 – Received Permit from the State.

Quantity: Twenty (20) Reel Slot Machines

Comments or special directions: Software to be removed and shipped to the Confederated Tribes Gaming Commission, Attn: Dean Durgan, Deputy Director, 5647 HWY 126, Suite 100, Florence, Oregon 97439. Software to ship on April 23, 2014. GLI or BMM approval letters to be provided electronically (email) with the shipping notification. A copy of the Permit from the state to be included with the shipment. Truck seal number xxxxx.

