



## GUIDANCE ON SHIPPING OF HHR TERMINALS

The New Hampshire Lottery Commission (“Lottery”) has been asked by several terminal providers (“Providers”) questions related to shipment protocols to be followed in shipping historic horse racing (“HHR”) terminals to holders of a Game Operator Employer License & HHR License (“HHR operator”) in the State of New Hampshire. In anticipation of receiving similar inquiries and in order to provide clarity surrounding this topic the Lottery is issuing this guidance document to assist both Providers and HHR operators. This document is only meant to assist in regards to the shipment, removal, and replacement of terminals and all parties are advised to consult the full statute and rules prior to conducting HHR-related activities in New Hampshire.

### HHR Regulations

New Hampshire regulations surrounding historic horse racing are codified in Lot 8200. In regard to shipment, removal, and replacement of terminals there are two main relevant sections, Lot 8202.02 and Lot 8204.03.

Lot 8202.02(b)(2) requires that HHR operators submit a “plan of operation” to the Lottery which breaks down:

- The number, type, and identifying information of terminals to be placed at the location
- A floorplan detailing the proposed location of terminals, surveillance, and security equipment
- Documentation from an approved independent testing operator that the terminals meet statutory requirements

Lot 8204.03(b)(8) requires that Providers have an identification badge on each terminal which contains the name of the Provider, a unique serial number, the terminal model number, and the date of manufacture.

### Guidance on Shipment of Terminals

HHR operators should provide the Lottery with the following prior to terminals being shipped to their facility:

- A floorplan detailing the intended location of each terminal being delivered and displaying the location of surveillance equipment.
- An equipment list which specifies each terminals designation on the floorplan as well as its unique serial number.
- Documentation from an independent testing laboratory confirming that the terminals comply with RSA 284 and Lot 8200. Components may be tested by different labs so long as both are tested against the same standards.

Additionally, for initial installations, the Lottery will assess the following prior to making a recommendation on shipping of terminals:

- The Lottery has completed the initial review of suitability of the HHR Operator and determined that it is likely that the applicant will be approved for licensure
- The HHR Operator has a realistic likelihood of beginning operations in the next 45 days.

Providers should contact the Lottery to confirm that the above materials have been received prior to scheduling shipping to the HHR operator. Additionally, for initial installations, Providers should have a discussion with Lottery to ensure that they have met the identified application checkpoints. Once confirmed by Lottery, Providers should give at least 5 business days advance notice of the anticipated delivery date. This period will enable Lottery to schedule inspections of the equipment and surveillance coverage after being delivered. Providers should ensure that their terminals meet the requirements of Lot 8204.03(b)(8) above prior to shipping.

Terminals may be shipped fully assembled and can share a truck with related servers. They may be sent directly to the HHR operator and should be signed for by an owner or manager.

There are no notification requirements necessary for repair or shipment of in-kind repair parts, whether software or non-software related.

HHR operators shall notify Lottery of changes to the plan of operation including changes in the floorplan and equipment list on file prior to moving, removing, or replacing terminals. Where conversions or upgrades require testing by an independent testing laboratory the updated certification should be provided along with the proposed floorplan and equipment list.

Waivers may be permitted in extremely limited circumstances by contacting the Lottery.