

**Nevada Gaming Control Board**  
**Regulation 6.130 Drop/Count Times & Count Personnel Reporting Instructions**  
**For Nonrestricted Licensees**

**Drop/Count Times**

Pursuant to Regulation 6.130(1)(a) each nonrestricted licensee shall report annually to the Board, on or before July 15<sup>th</sup>, the time or times when drop boxes will be removed and the contents counted. Removal and counting of drop box contents at other than the designated times is prohibited unless advanced written notice to the chairman of a change in times or the chairman requires a change of authorized times.

**Instructions for submitting Regulation 6.130 drop/count times report:**

1. The form provided on the Board's website must be used in reporting count and removal times, not a letter. Complete each section of the report. For count and removal times not being reported, indicate "N/A" in the applicable section. If necessary, provide any additional information on attached pages to this form.
2. The reason for filing should also be clearly indicated by checking the appropriate box. Each licensee is to submit an **annual report on or before July 15<sup>th</sup>**. Any permanent change to the count and removal times as indicated on the annual report is **submitted in advance to the Board before implementing the new time schedule**. The appropriate box (for changes) is checked along with entering the date of the last annual report or last amended report for which the change is being made. All reports (annual report and all other report submissions) are requested to be sent by **e-mail**. The **subject line of the e-mail is to indicate the specific licensee** for which the report is being submitted. For the Regulation 6.130 count and removal times report attached to the e-mail, the file name for the report is to include the name of the **specific licensee, description of report and effective date of report**.
3. For a drop box removed and the funds of the drop box counted outside of the routine scheduled drop and count times is referred to as an **"emergency drop and count"**. The drop/count times report, as described in #2 above, should clearly indicate in the "Additional Information" area the reason for the emergency removal and count time including the slot machines, table games and/or card games affected.

Furthermore, a routine drop and/or count started earlier or later than the time previously reported to the Board is to be recorded under the "emergency" category as the reason for filing category. Prior notification is immediately sent to the Board when it is known the count and/or removal will be starting early or late. The **removal and/or count of drop boxes cannot commence** until the Board has been properly notified of the time change.

4. An **emergency drop** may occur when a drop box (table/card game and slots) is removed; however, the contents of the box are **not** counted until the next scheduled routine count time. The drop box is stored in a secure, restricted-access count room. The reasons for an emergency drop are, but not inclusive, as a result of a bill jam, as a result of being full, or as a result of a machine/table move on the floor. For these described emergency drops, a drop/count times report is **NOT** required to be submitted to the Board pursuant to Regulation 6.130(1)(a). However, a continuous log or the individual forms for these occurrences shall be maintained pursuant to Regulation 6.060 and is to include the date, the time, the type of drop removal (i.e. table games, slots), the table/card game or machine number, the reason for the drop, and two signatures, one of whom is independent of the department, requesting the removal of the drop box. The documentation (i.e. log or forms) must be maintained pursuant to Regulation 6.060 and be made available upon the Board's request.
5. Drop and count times must be specific, and must not be presented as approximate ranges except as provided in #6 and #7 below. The start of the drop commences with the removal of the first table

games drop box, currency acceptor drop, or the opening of the first slot drop cabinet door. Use Pacific Time only.

6. If one team counts both the currency acceptor drop and the table games soft drop, an approximate count time, as provided in #7, may be indicated for the latter count during the indicated day. Address in "Additional Information" the order the counts are to take place (e.g., "The currency acceptor drop is counted following the count of the soft drop").
7. Pursuant to #5 and #6 above, a count time range, not exceeding 30 minutes, may be indicated for counts starting after the completion of another count or drop (e.g., "count starts no earlier than 7 a.m., but no later than 7:30 a.m.").
8. If all slot machines are not dropped on the same days of the week, state which denomination, section of the floor, or percentage of machines are dropped and counted.
9. Routine breaks longer than 15 minutes (i.e., meal, change of shift, or breaks by count team members to perform other functions) during a count must be indicated. When reporting breaks, include the approximate length of break times and the approximate time when a break will begin.

### **Count Personnel**

Pursuant to Regulation 6.130(1)(b), within 10 days after the end of each calendar quarter, each nonrestricted licensee shall submit a list to the board of employees authorized to participate in the count and those employees who are authorized to be in the count room during the count ("count personnel list") during and as of the end of the calendar quarter. The count personnel list shall indicate those persons, if any, who hold an interest in the licensee and shall indicate what relationship by blood or marriage, if any, exists between any person on such list or any interest holder or employee of the gaming establishment. The count personnel list shall also indicate the social security number (**indicate only last four numbers of social security number**) of each count employee and the job position held by each count employee.

#### **Instructions for submitting Regulation 6.130 count personnel list:**

All reports are requested to be sent by **e-mail**. The **subject line of the e-mail is to indicate the specific licensee** for which the report is being submitted. For the Regulation 6.130 count personnel list attached to the e-mail, the file name for the report is to include the name of the **specific licensee and the calendar quarter/year** for which the report is being submitted.

### **Submission of all Regulation 6.130 reports**

#### **Group I licensees for Audit Division**

##### **By E-mail:**

Include the name of the **specific licensee and description of report in the subject line of the e-mail**. For example: XYZ Casino – Annual Report; ABC Casino – Emergency Drop; EFG Casino – 1<sup>st</sup> Quarter Count Personnel List or JKL Casino – Count Time Change

For the Regulation 6.130 report(s) attached to the e-mail, the file name for the report is to include the name of the **specific licensee, description of report and effective date of report**. For example: XYZ Casino-Annual Report 7-1-11; ABC Casino-Emergency Drop 7-6-11; EFG Casino-1<sup>st</sup> Quarter/2011 Count Personnel or JKL Casino-Count Time Change 7-7-11

For Southern Nevada licensees: [SNEDrops@gcb.nv.gov](mailto:SNEDrops@gcb.nv.gov)

For Northern Nevada licensees: [NNEDrops@gcb.nv.gov](mailto:NNEDrops@gcb.nv.gov)

**By FAX:**

For southern licensees: FAX # (702) 486-3543

For northern licensees: FAX # (775) 823-7272

**A report should be submitted via FAX *only* if it cannot be sent via e-mail.**

**Note: Wendover nonrestricted licensees use the Northern Nevada e-mail address or FAX number.**

**Group II licensees for Tax and License Division**

**By E-mail for all Group II licensees: [TLCompliance@gcb.nv.gov](mailto:TLCompliance@gcb.nv.gov)**

Include the name of the **specific licensee and description of report in the subject line of the e-mail.**

For example: XYZ Casino – Annual Report; ABC Casino – Emergency Drop; EFG Casino – 1<sup>st</sup> Quarter Count Personnel List or JKL Casino – Count Time Change

For the Regulation 6.130 reports attached to the e-mail, the file name for the report is to include the name of the **specific licensee, description of report and effective date of report.** For example: XYZ Casino-Annual Report 7-1-11; ABC Casino-Emergency Drop 7-6-11; EFG Casino-1<sup>st</sup> Quarter Count Personnel List 7-7-11 or JKL Casino-Count Time Change 7-7-11

**By FAX:**

For southern licensees: FAX # (702) 486-3737

For northern licensees: FAX # (775) 823-7272

**A report should be submitted via FAX *only* if it cannot be sent via e-mail.**

**Note 1: Wendover nonrestricted licensees use the Northern Nevada FAX number.**

**Note 2: Group II licensees are encouraged to file any Regulation 5.050 – Information to be furnished by licensees (quarterly revenue participation reports) by e-mail.**