

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

Drop/Count Times

Pursuant to Regulation 6.130(1) each nonrestricted licensee shall report annually to the Board, on or before July 15th, 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 Chair of a change in times or the Chair requires a change of authorized times.

Instructions for submitting Regulation 6.130 drop/count times report:

1. Each licensee is to submit an annual report on or before July 15th using the Nevada Gaming Control Board's (Board) **Online Filing System (OFS)**. These forms can be found under the **Regulatory Forms** application. Any permanent change to the count and removal times shall be submitted as an amendment using **OFS** and shall be made in advance before implementing the new schedule pursuant to Regulation 6.130(1).
2. The removal **and** counting of drop box contents at other than the routine scheduled drop and count time is referred to as an "**emergency drop and count**". Notification of an Emergency Drop and Count is also required to be filed electronically using **OFS**, follow the link located in the upper right hand corner of the login page. The notification 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.
3. Furthermore, a routine drop and/or count started earlier or later than the time previously reported to the Board is to be submitted as an Emergency Drop and Count. 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). 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 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(2), 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 license and shall indicate what relationship by blood or marriage, if any, exists between any person on the 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 shall be submitted using **OFS**. These forms can be found under the **Regulatory Forms** application.