

GLC OPERATING PROCEDURES

LOTTERY GAME PROCEDURES

PR 3.1 ON-LINE GAME DRAWINGS

PR 3.1.1 PURPOSE

This document describes the drawing and security procedures used by lottery personnel and auditors assigned to live drawings associated with On-line Games operated by the Georgia Lottery Corporation ("GLC"). The procedures are to be followed from the time GLC personnel enter the television studio to the time GLC drawing equipment is returned to secure storage. Use of these procedures will ensure that the drawings take place on time and that the integrity of each On-line Game is maintained. These procedures must be adhered to strictly and are in accordance with the GLC's On-line Game Rules and Regulations, as well as the Georgia Lottery for Education Act.

PR 3.1.2 DEFINITIONS

On-line Game (or "OLG") – A lottery game in which tickets or shares are offered for sale to the public and players match their numbers to those produced during regularly scheduled random drawings.

Official Drawing – A drawing shall become official at such time that (1) the drawing has been completed; (2) the Draw Staff and Auditor agree to the results, and (3) the Draw Staff and Auditor sign the Checklist/Certification for On-line Game Drawings.

CASH 3 - A three-digit On-line Game with fixed payout prizes.

CASH 4 - A four-digit On-line Game with fixed payout prizes.

FANTASY 5 - A five number pari-mutuel prize lotto style On-line Game.

GEORGIA FIVE – A five-digit On-line Game with fixed payout prizes.

JUMBO BUCKS LOTTO – A six number lotto style On-line Game with fixed and variable payout prizes.

PR 3.1.3 PERSONNEL

AUDITOR – The professional, associated with the firm the GLC has contracted with to provide official draw audit services, who is responsible for verifying that the draws are conducted in accordance with On-Line Game Rules and Regulations and On-Line Game Drawings Procedures. For security and integrity purposes, the auditor is to ensure that the drawings are conducted in an unbiased, fair and impartial manner, in accordance with prescribe procedures. The Auditor must successfully complete a background investigation and GLC approved training prior to working a draw.

VICE PRESIDENT of Risk and Compliance – The employee of the GLC whose responsibilities include oversight of lottery drawing functions.

DRAW SPECIALIST – The employee of the GLC who is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process. The Draw Specialist ensures the integrity of the drawing by recording and verifying the results of ball selection, draw machine selection, equipment testing, ball placement and winning numbers selected.

DRAW STAFF – The Draw Specialist(s) and/or the Lottery Draw Manager assigned to a particular drawing event. The Draw Staff is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process.

DRAWING COORDINATOR – The GLC Data Center Computer Operations Specialist responsible for monitoring the drawing and entering, in conjunction with the gaming system vendor Operations Personnel, the winning numbers into the GLC's internal control, updating media outlets and billboards with jackpot amounts, and entering information into the GLC website and other backend subsystems.

DRAWING SECURITY CHAIN – List of GLC management with contact information to be used for notification or assistance in the event of any occurrence outside of the normal drawing procedures. (See **Attachment A**)

DRAWING TALENT – The television station employee or GLC employee who announces the winning numbers on-camera.

GAMING SECURITY MANAGER – The employee of the GLC responsible for the administration of the draw equipment randomization program.

LOTTERY DRAW MANAGER – The employee of the GLC responsible for the overall drawing process of all GLC drawings to include maintenance of drawing equipment, preparation of drawing procedures, serving as Draw Specialist when needed, and the supervision/management of the Lottery's draw staff.

OPERATIONS PERSONNEL – The gaming system vendor Operations Staff responsible for monitoring the drawing and entering the winning numbers into the gaming system.

SECURITY SPECIALIST – The employee of the GLC responsible for visual surveillance, and recording all studio activity from GLC headquarters. Responsibilities include recording all televised drawings and reviewing studio activity from overnight.

SECURITY TECHNICIAN – The employee of the GLC responsible for the technical expertise relating to Physical Security Access Control Systems and closed-circuit television (CCTV). Responsibilities also include first echelon troubleshooting and repair of draw equipment. Serves as Draw Specialist, as needed for conducting the lottery drawings.

STANDBY AUDITOR – The employee of the draw audit firm responsible for verifying the lottery drawing(s) in the absence of the Auditor.

TELEVISION STUDIO PRODUCER – The television studio employee responsible for producing live drawings from WSB-Television, including but not limited to, preparing scripts/graphics, sets, drawing talent and working with the draw staff for set preparation.

VISITOR – Any person present during the pre-drawing tests and/or the official drawing who is not a GLC employee or a television studio employee included in the drawing process.

PR 3.1.4 OPERATING PROCEDURE

A. Personnel Arrival

1. The Draw Staff will arrive at the designated television studio no later than two (2) hours before the next scheduled live OLG drawing; the Auditor will arrive no later than one and one-half (1 ½) hours before the next scheduled live OLG drawing.

At a minimum, two (2) Draw Specialists and one (1) Auditor will be present in the television studio for each OLG drawing. If any individual is not able to arrive at the studio by the required time, the individual shall contact his/her supervisor immediately. In the event that any member is absent at the studio, utilize the following procedures:

Personnel Absent	Personnel Present	Action
Auditor	Draw Specialist Draw Specialist	A Draw Specialist will telephone the Primary Auditor; if no contact is made, telephone the Standby Auditor; if still no contact is made, telephone the Primary Contact of the Draw Audit Firm. The other Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist	Draw Specialist	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist	Draw Specialist Auditor	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist Draw Specialist	Auditor	The Auditor will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist Draw Specialist	Television Studio Producer	The Television Studio Producer will utilize the Drawing Security Chain to contact GLC management.

2. Upon the arrival of the Auditor, the Draw Specialist will verify that the Auditor working the drawing is on the list of pre-approved Auditors who have successfully completed a background investigation and draw training. A list of those Auditors who have successfully completed a background investigation will be sent to the Lottery Draw Manager by the Director of Security. The Lottery Draw Manager will maintain a list of Auditors who have completed mandatory training and will forward the list to the Vice President of Risk and Compliance and the Primary Contact at the draw audit firm.
3. In the event an Auditor arrives at the studio for a drawing and is not on the list of authorized Auditors, the Draw Specialist will call the Standby Auditor and will utilize the Drawing Security Chain to contact GLC management.
4. The Draw Specialist will call the Drawing Coordinator at the GLC Data Center (404-215-5089) upon arrival at the television studio. In the event the Drawing Coordinator is unavailable, the Draw Specialist shall call the Data Center Manager or the Operations Director (See **Attachment D**). If contact cannot be made, the Draw Specialist shall utilize the Drawing Security Chain to contact GLC management.

B. Pre-Drawing Activities and Equipment Setup

1. The Draw Specialist will activate the randomizer program for the **BALL SET AND MACHINE RANDOM SELECTION REPORT** which selects the primary and secondary ball sets and draw machines to be utilized during the next scheduled OLG official drawing. The Draw Specialist only has the ability to activate the randomizer program and does not have the ability to change the status of ball sets or draw machines. If the randomizer program is not operating, the Draw Specialist is authorized, with the assistance of the Auditor, to utilize the laminated cards with each machine and ball set listed for the selection of draw machines and ball sets to be utilized for the next scheduled OLG drawing. The information will be recorded and verified by the Draw Staff and Auditor.
2. Once the **BALL SET AND MACHINE RANDOM SELECTION REPORT** has been printed, the Draw Specialist and the Auditor will verify the report is for the current draw date and time. The Draw Specialist and the Auditor will sign the report. The Draw Specialist will retain the report while the Draw Specialist(s) retrieve the draw machines and ball sets to be used for the official drawing. The Draw Specialist will record the draw machine numbers and ball set numbers on the **CHECKLIST/CERTIFICATION FOR ON-LINE GAME DRAWINGS**.
3. The Draw Specialist and Auditor will ensure, at all times, cell phones and other electronic communication devices are turned off or in silent mode during the drawing. The only exception is the designated GLC cell phone for the Draw Specialists.
4. The Auditor and the Draw Specialists are collectively responsible for ensuring the completion and verification of the paperwork designated in Chart B.4, below:

Chart B.4.
1. CHECKLIST AND CERTIFICATION FOR ON-LINE GAME DRAWINGS
2. BALL SET AND MACHINE RANDOM SELECTION REPORT
3. BALL VERIFICATION DRAWING RECORD SHEET
4. PRE-DRAWING TESTS CHECKLIST
5. DRAWING RECORD SHEET
6. NEWS AGENCIES SALES REPORT
7. PLAYER HOTLINE SALES AND LIABILITY REPORT
8. TELEVISION STUDIO SALES AND LIABILITY REPORT
9. DRAW INCIDENT REPORT (if necessary)
10. SECURED STORAGE ACCESS LOG SHEET
11. SEAL LOG SHEET(S)
12. EMERGENCY PROCEDURES AND MESSAGES

5. Approximately one hour (1) and fifteen minutes (15) before the next scheduled live OLG drawing, the Draw Specialist will utilize the storage room key(s) assigned to them or located in the secured lock box located in a specified area of the studio to enter the equipment storage area. The Draw Specialist will verify the video system is operating properly by ensuring the images of the studio and storage area are present on the monitor.

At no time will the door to the storage equipment area be opened by anyone other than the Draw Staff, or Georgia Lottery Security, unless prior approval has been received from a member of the Drawing Security Chain.

Condition	Personnel	Action
Key is not available for storage area (this includes the lockbox)	Draw Specialist(s)	Obtain back-up key(s) from Television Producer. Utilize the Drawing Security Chain to contact GLC management. Complete Incident Report
Security video equipment not operating	Draw Specialist	Contact the Security Technician or the Lottery Draw Manager.

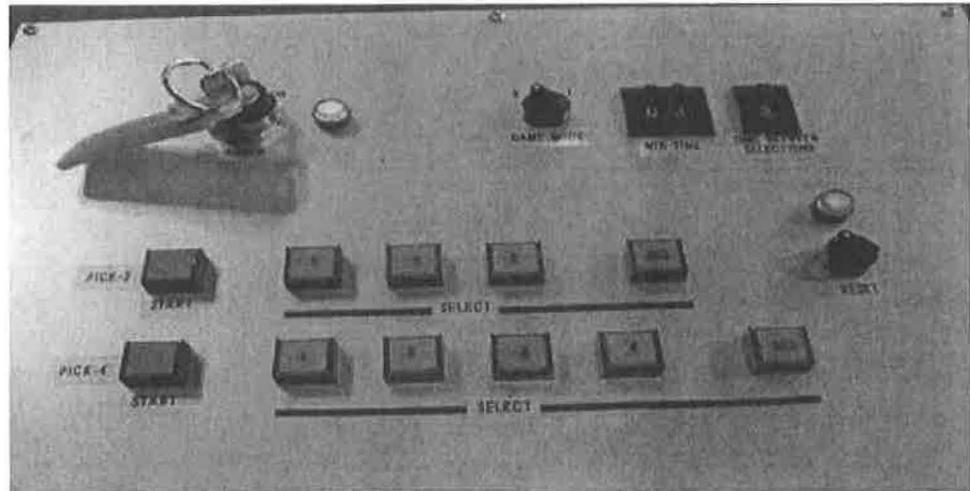
6. The Draw Specialist(s) will verify and remove, from the equipment storage area, the selected draw machines, per the **BALL SET AND MACHINE RANDOM SELECTION REPORT**.
7. The Draw Specialist will place the draw machines onto the set. When using multiple draw machines, place the draw machines from right to left facing the lottery studio cameras in their selected positions.
8. After the Draw Specialist(s) places the draw machine(s) in their respective position(s) on the set, the wheels of each draw machine will be locked and the remaining pieces of the set will be put into place.
9. The Draw Specialist will place the "Not an Official Drawing" sign on the machines or set to be visibly seen by the television and/or GLC surveillance cameras.
10. The Draw Specialist(s) must agree the draw machine(s) to be used for the drawing(s) are free of any visually obvious damage or defects that could affect the outcome of the drawing(s). If any damage or defects appear on any one of the draw machines which could affect the outcome of the drawing(s), inform the Auditor and use the backup draw machine(s). The Draw Specialist must immediately report any maintenance or repair issues to the Lottery Draw Manager and Security Technician and complete a **DRAW INCIDENT REPORT**.
11. Approximately one hour before the next scheduled live OLG drawing, a Draw Specialist will retrieve the drawing ball sets, seals and access log book.
12. From the **BALL SET AND MACHINE RANDOM SELECTION REPORT**, the Draw Specialist and the Auditor will verify that those ball sets specified for use in the scheduled OLG drawing are, in fact, available. If any selected ball sets are not available and it is during normal GLC business hours, the Draw Specialist(s) will contact the Lottery Draw Manager or the Gaming Security Manager and advise them of which ball sets are not available. The Gaming Security Manager will remove the ball sets not available from rotation in the randomizer program. After the sets are removed, the Draw Specialist will then re-run the randomizer program to obtain new sets. The Draw Specialist and the Auditor will complete a detailed **DRAW INCIDENT REPORT** regarding the ball set discrepancy.
13. The Draw Specialist(s) will dust and gently wipe down each draw machine with non-static cleaner prior to use (if needed).

14. The Draw Specialist will connect draw machine(s) and console(s).
15. The Draw Specialist will complete the following steps to ensure the draw machines are operational (the following steps are not required to be in completed in any particular order):

a. Cash 3 and Cash 4 Draw Machines

- i. The main control panel for the Messenger draw machines for the Cash 3 and Cash 4 drawings is located on the main remote console(s) (see Illustration B.15.a.). Turn the key to the electrical power on the console to the "ON" position.
- ii. For the Cash 3 and Cash 4 draw machines, the game mode will be set to "S", the mix time dial and the time between selections dial will be set to a time according to the specific drawing and televised needs as coordinated between the Producer and/or the Draw Specialist(s). *This time is subject to change, **suddenly**, if needed.
- iii. All draw machine operations will be conducted from the remote console unit. The top row of buttons on the remote console is for the Cash 3 drawing and the bottom row of buttons on the remote console is for the Cash 4 drawing. The operation of the Cash 3 and Cash 4 draw machines will be checked in the following manner to ensure they are connected :
 1. Press the "Start" button for the draw machines mixing chamber paddles to turn vigorously and open the gates beneath the preview racks.
 2. Press the "1" select button to activate the individual gates at the bottom of the mixing chamber.
 3. Turn the "Reset" switch for the console and machines to return to the mode for the selection process to begin.
 4. Ensure all lights for the draw machines illuminate in each mode of operation, if not, please refer to the **EQUIPMENT TROUBLESHOOTING CHART**.

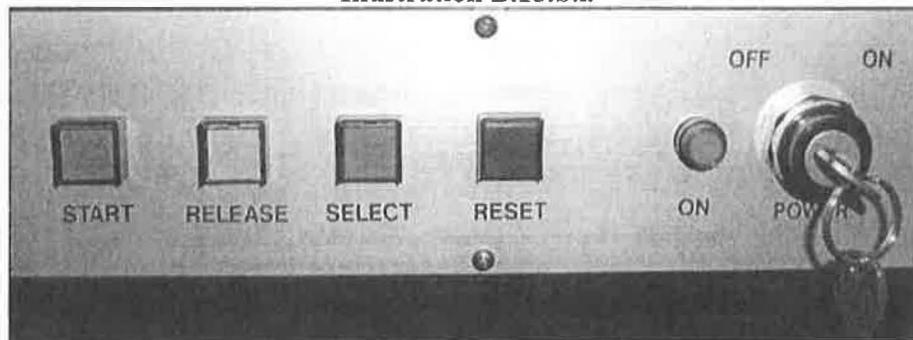
Illustration B.15.a.



b. Fantasy 5 Draw Machine

- i. The main control panel for the Criterion machine(s) for the Fantasy 5 draw machine is located on the right side of the machine as you face the front of the draw machine (see Illustration B.15.b.i.). On the main control panel, the key to the electrical power on the draw machine will be turned to the “ON” position.

Illustration B.15.b.i.



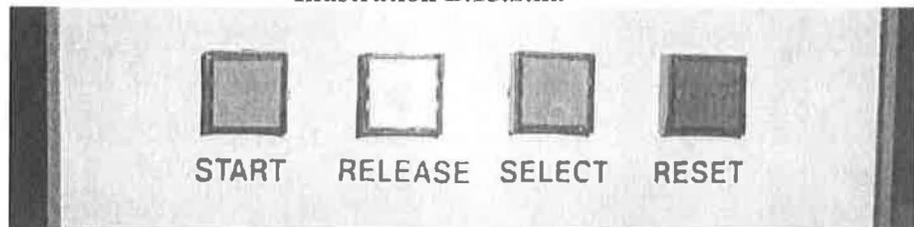
- ii. The panel for the mixing and selection controls for the Fantasy 5 draw machine is located inside the bottom of the draw machine on the main power unit (see Illustration B.15.b.ii.). For the Fantasy 5 draw machine, verify the mixing speed will be set to “Fast”, the mode will be set to “Automatic” and the number of balls selected will be set to “5”. The location for these settings is on the main power unit inside the draw machines.

Illustration B.15.b.ii.



- iii. All draw machine operations will be conducted from the remote console unit (see Illustration B.15.b.iii.). The operation of the Fantasy 5 draw machine will be checked in the following manner to ensure it is connected:
1. Press the “Start” button to start the mixing chamber for the draw machine.
 2. Press the “Release” button to ensure the racking chambers release and the mixing chamber begins rotating.
 3. Press the “Select” button to initiate the ball selection sequence and ensure the selection tray moves forwards and backwards.
 4. Press the “Reset” button prior to re-loading the balls into the draw machine.
 5. Ensure all lights for the draw machine illuminate, if not, please refer to the **EQUIPMENT TROUBLESHOOTING CHART**.

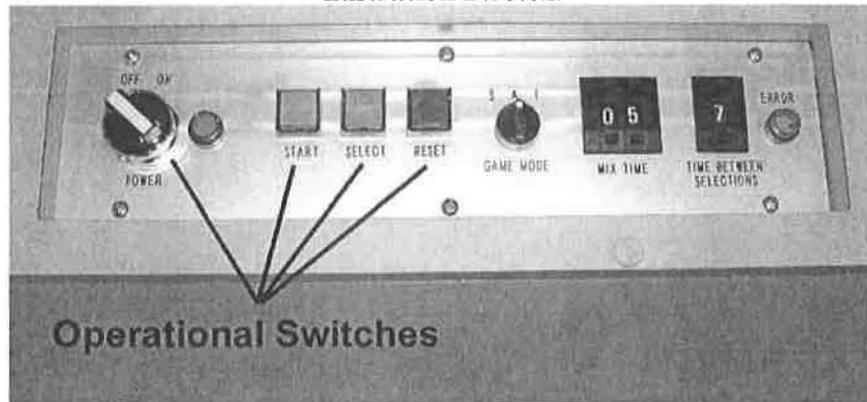
Illustration B.15.b.iii.



c. Georgia Five Draw Machines

- i. The main control panel for the Multidigit Gem draw machine(s) for the Georgia Five drawing is located on the rear of the machine (see Illustration B.15.c.i.). The switch to the electrical power on the console will be turned to the "ON" position.

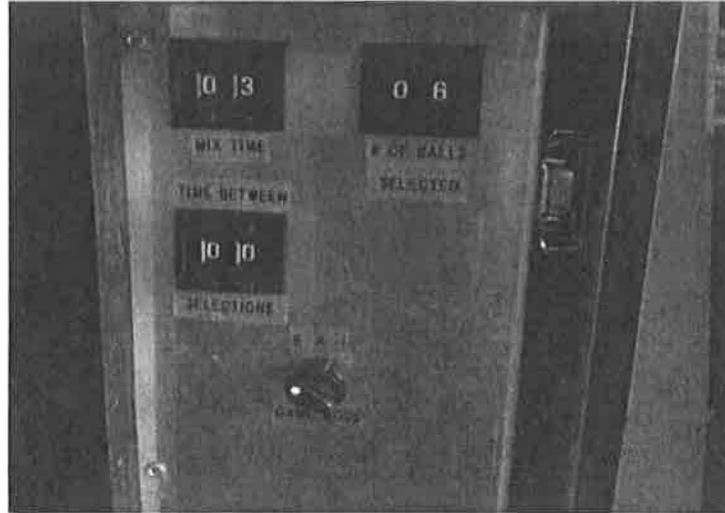
Illustration B.15.c.i.



- ii. For the Georgia Five draw machines, the game mode will be set to "S", the mix time dial and the time between selections thumbwheel will be set to a predetermined time according to the specific drawing and televised needs.
- iii. All draw machine operations will be conducted from the remote console and/or controller unit. The operation of the Georgia Five draw machine will be checked in the following manner:
1. Press the "Start" button to release the balls into the chamber and start the blowers to mix the balls.
 2. Press the "All" or "Select" button to start the selection process and each ball will be selected at the time interval set on the thumbwheel and ensure the selection trays move backwards and forwards.
 3. Press the "Reset" button for the console and controller unit for the machines to return to the mode for the selection process to begin.
 4. Ensure all lights for the draw machine illuminate properly in each mode of operation, if not, please refer to the **EQUIPMENT TROUBLESHOOTING CHART**.

d. Jumbo Bucks Lotto Draw Machines

- i. The main control panel for the Phoenix draw machine(s) for the Jumbo Bucks Lotto drawing is located on the rear of the machine (see Illustration B.15.d.i.). The switch to the electrical power on the console will be turned to the “ON” position.

Illustration B.15.d.i.

- ii. For the Jumbo Bucks Lotto draw machines, the game mode will be set to “S”, the mix time dial and the time between selections thumbwheel will be set to a predetermined time according to the specific drawing and televised needs.
- iii. All draw machine operations will be conducted from the remote console and/or controller unit. The operation of the Jumbo Bucks Lotto draw machine will be checked in the following manner:
 - a. Press the “Start” button to release the balls into the chamber and start the blowers to mix the balls.
 - b. Press the “Select” button to start the selection process and each ball will be selected at the time interval set on the thumbwheel and ensure the selection tray move backwards and forwards.
 - c. Press the “Reset” button for the console and controller unit for the machines to return to the mode for the selection process to begin.
 - d. Ensure all lights for the draw machine illuminate properly in each mode of operation, if not, please refer to the **EQUIPMENT TROUBLESHOOTING CHART**.

16. The Draw Specialist will remove the ball sets from the secured storage area and inspect each ball case to ensure the seals are intact.
17. The Draw Specialist completes the seal log of seals to be removed, new seals to be returned on ball sets after the drawing(s), and checks seals for any discrepancies. The Auditor will verify the seals currently on the cases are the seals that were last placed on the ball sets as indicated in the seal log. **Once the ball sets have been selected and removed, the Auditor and a Draw Specialist must remain in the studio and keep the balls under constant supervision and under video surveillance until returning the ball sets to the storage area. Some necessary exceptions are permitted; any exceptions must be coordinated with the Auditor.**
18. When utilizing draw machines with multiple chambers and/or multiple machines and ball sets, the balls sets should be placed on the draw machines in the order selected by the randomization program, right to left facing the studio cameras.
19. Once the ball seals on each case have been verified by the Auditor and the Draw Specialist, the Draw Specialist will place each ball case at the appropriate mixing chamber(s) of each draw machine.
20. Prior to touching the official drawing balls, the Draw Specialists must put on the lint free white cotton glove(s). The glove(s) is to be worn whenever the balls are handled at the studio.
21. The Draw Specialist(s), in the presence of the Auditor, unless otherwise authorized by a member of the Security Chain, will remove the seals from the ball set cases for each on-line game and, along with the Auditor and Draw Specialist, verify the total number of balls present for each of the games (see Chart B.21.).

Chart B.21.	
Ball Case	Number of Balls
Cash 3/Cash 4	10 balls (numbered 0 through 9) per case
Georgia Five	10 balls (numbered 0 through 9) per case
Fantasy 5	42 balls (numbered 1 through 42) per case
Jumbo Bucks Lotto	47 balls (numbered 1 through 47) per case

22. The Draw Specialist(s) and the Auditor will verify all balls are present in each case. The Draw Specialist(s) will inspect the balls for any damage or defects that could affect the outcome of the drawing(s). If any damage or defects appear on any one of the balls that could affect the outcome of the drawing, use the backup ball set(s). The Draw Specialist(s) will contact the Lottery Draw Manager or Gaming Security Manager to provide information regarding the ball damage or defect and request to have the ball set removed from the randomization program.
23. Under the observation of the Auditor, the Draw Specialist(s) will load the balls into the racking chambers or the mixing chambers of the draw machines.

Prior to the first pre-drawing test only, ball sets will be loaded in sequential order into the draw machine by the Draw Specialist(s) and verified by the Auditor. Once the first pre-drawing test has been conducted, the balls selected may be returned to the racking or mixing chambers as dictated by the game for the remaining pre-tests.

24. The Draw Specialist and the Auditor will verify all of the balls have been removed from the ball cases and **all required balls** have been loaded into the draw machine(s) before pre-drawing tests can begin (see Chart B.24.). The required balls for each game are listed below:

Chart B.24.	
Draw	Number of Balls
Cash 3/Cash 4	10 balls (numbered 0 through 9) per mixing chamber
Georgia Five	10 balls (numbered 0 through 9) per mixing chamber
Fantasy 5	42 balls (numbered 1 through 42) total
Jumbo Bucks Lotto	47 balls (numbered 1 through 47) total

25. The Draw Specialist(s) and the Auditor will ensure that the balls remain within their predetermined sets and are not mixed with balls from other sets.
26. The Draw Specialist(s) will observe the studio and verify that only GLC authorized employees and visitors are present. The Draw Specialist on the CHECKLISTS AND CERTIFICATION FOR ON-LINE GAME DRAWINGS will record any visitor names.
27. If the Draw Specialist is notified, or discovers, during any portion of the draw process that any of the selected draw machines or ball sets are out of service, an **OUT OF SERVICE REPORT** will be completed.

C. Pre-Drawing Test(s)

1. For the pre-drawing tests, a Draw Specialist must position themselves behind the remote console unit to activate the buttons that control the starting of the machine(s), the dropping of the balls into the mixing chamber (if applicable for the game) and the selection of the pre-drawing test results.
2. The Auditor and a Draw Specialist must be positioned in order to view the draw machines and the pre-drawing test results.
3. Under the observation of the Auditor, the Draw Specialist(s) will conduct three (3) pre-drawing tests for each game. The Auditor will record the pre-drawing test results on the **PRE-DRAWING TESTS CHECKLIST**.
4. Pre-drawing tests and rehearsals will not be conducted after the pools have been closed or 30 minutes prior to the drawing, unless special permission has been authorized by a member of the Drawing Security Chain. Rehearsals may be used for pre-drawing tests with the numbers selected during the rehearsals recorded as the pre-drawing tests.
5. In Cash 3, Cash 4 and Georgia Five pre-drawing tests, if the same numbered ball appears three (3) times in the same position during the pre-drawing tests, order an additional pre-draw.

For example, if ball number 3 is selected in the same mixing chamber for three of the pre-drawing tests, additional testing will be performed (see Chart C.5-1):

Chart C.5-1			
Balls Selected			
Test Number	Chamber # 1	Chamber #2	Chamber #3
Pre-Draw Test # 1	3	8	2
Pre-Draw Test # 2	3	7	5
Pre-Draw Test # 3		4	3
Additional Tests Required			

After the third pre-drawing test, the Draw Specialist will verify the pre-drawing results with the Auditor. The pre-drawing results will be evaluated in accordance with established pre-drawing test criteria to ensure that the required randomness is achieved. If a ball set fails the additional testing by having the same number appear a fourth (4th) time, in the same position, conduct a fifth (5th) test, if the same number appears again, in the same position, conduct a sixth (6th) test. If the set fails the sixth (6th) test remove the ball set from use until it can be tested, and then notify the Vice President of Risk and Compliance of the failure (see Chart C.5-2). Utilize the backup ball set selected by the randomization program.

Chart C.5-2			
Balls Selected			
Test Number	Chamber # 1	Chamber #2	Chamber #3
Pre-Draw Test # 1	3	8	2
Pre-Draw Test # 2	3	7	5
Pre-Draw Test # 3	3	4	3
Additional Tests Required			
Pre-Draw Test # 4	3	4	7
Pre-Draw Test # 5	3	6	9
Pre-Draw Test # 6	3	2	1
Notify the Lottery Draw Manager and Conduct Pre-Tests on Backup Ball Set			

6. In the lotto style games pre-drawing tests, if the same combination of three (3) or more numbered balls appear in each of the three (3) pre-drawing tests in any order, an additional set of pre-drawing tests will be performed. For example, if ball numbers 12, 30 and 04 are selected for all three of the pre-drawing tests, additional tests will be performed (see Chart C.6-1):

Chart C.6-1					
Test Number	Balls Selected				
Pre-Draw Test # 1	39	30	04	12	23
Pre-Draw Test # 2	04	11	28	30	12
Pre-Draw Test # 3	12	30	23	18	04
Additional Tests Required					

After the third pre-drawing test, the Draw Specialist along with the Auditor verifies the pre-drawing tests have been recorded correctly. The pre-drawing tests will be evaluated in accordance with established pre-drawing test criteria to ensure that the required randomness is achieved. If a ball set again fails the pre-drawing tests by having the same three (3) or more numbered balls appear in each of the three (3) additional pre-drawing tests, remove the ball set from use until it can be tested, and then notify the Lottery Draw Manager of the failure (see Chart C.6-2). Utilize the backup ball set that was selected by the randomization program.

Chart C.6-2					
Test Number	Balls Selected				
Pre-Draw Test # 1	39	30	04	12	23
Pre-Draw Test # 2	04	11	28	30	12
Pre-Draw Test # 3	12	30	23	18	04
Additional Tests Required					
Pre-Draw Test # 4	04	39	12	21	30
Pre-Draw Test # 5	23	12	30	04	02
Pre-Draw Test # 6	12	09	04	30	13
Notify the Lottery Draw Manager and Conduct Pre-Tests on Backup Ball Set					

7. Notwithstanding the results of the pre-drawing tests, if for any reason, a ball set appears to produce results in the pre-drawing tests that may not be random, the Lottery Draw Manager is to be notified and the ball set is to be removed from use until tested.
8. When it is determined that a ball set should be removed from service, the Draw Specialist(s) will seal the ball set, place it in the secured storage area where it will remain until the Lottery Draw Manager or Vice President of Risk and Compliance can retrieve it for testing purposes.
9. If the spare ball set fails the pre-drawing tests, the Draw Specialist(s) will contact the Lottery Draw Manager and/or the Gaming Security Manager and request the ball set be removed from the randomization program. In the event that the ball set should be removed and it is outside normal business hours, the ball set will be removed as soon as possible on the next business day. The Draw Specialist, under the observation of the Auditor, will then re-run the randomization program to produce another **BALL SET AND MACHINE RANDOM SELECTION REPORT** to select another ball set to be tested. If the spare ball set fails the pre-drawing tests, contact the Lottery Draw Manager for a resolution.

10. New pre-drawing tests will be conducted whenever a backup ball set is used.
11. If all pre-drawing tests cannot be completed prior to the official drawing, the Draw Specialist(s) will instruct the Television Studio Producer that the Drawing Talent will need to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**. Contact a member of the Drawing Security Chain immediately of the incident and for further instructions. Record the incident on a **DRAW INCIDENT REPORT** and forward it to the Lottery Draw Manager and the Vice President of Risk and Compliance.
12. For Cash 3, Cash 4, Georgia Five, Fantasy 5, and Jumbo Bucks Lotto once the final pre-drawing test has been conducted, under the observation of the Auditor, the Draw Specialist will place the balls in the chambers in random order at which time the Auditor will complete the **BALL VERIFICATION SHEET** and verify all balls for that drawing have been loaded into the chambers of the draw machine(s).

The Draw Specialist and the Auditor will ensure no balls have been left in the mixing chamber and/or the winning number display areas after the final pre-drawing test has been completed.
13. Under the observation of the Auditor, once all pre-drawing tests are complete, the Draw Specialist will remove the "Not an Official Drawing" sign.
14. Excluding equipment malfunction, once the equipment has been set up and the pre-drawing tests conducted, no changes to the equipment or set up will take place, unless authorized by a member of the Drawing Security Chain.

D. Pool Closing(s)

1. The Draw Specialist, in the presence of the Auditor, will contact, via studio and GLC telephones, the Drawing Coordinator and the Operations Personnel, to verify sales are suspended and the pools are closed. If landline telephones are not operational, the Draw Specialist(s) may use their GLC cell phones via the speaker function(s) to verify pool closing(s). The Drawing Coordinator will advise the Draw Specialist of the total sales for the current drawing(s). The scheduled closing time of each drawing is as follows (see Chart D.1):

Draw	Pool Close
Cash 3/Cash 4 Midday/Georgia Five	12:20 pm
Cash 3 Evening/Georgia Five	6:50 pm
Cash 4 Evening/Fantasy 5/Jumbo Bucks Lotto	10:45 pm

2. Once the pools are closed, the Draw Specialist will announce to the Auditor and other Draw Specialist(s) that sales are suspended for the games in which winning numbers are about to be drawn.

If the pools are not closed, do not proceed with the official drawing.

3. Once verified that the pools are closed, the Draw Specialist will record the time on the **DRAWING RECORD SHEET**.
4. If the drawing is not to take place, the Draw Specialist will advise the Television Studio Producer to instruct the Drawing Talent to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**. The Draw Specialist will immediately contact the first available person on the Drawing Security Chain.

E. Official OLG Drawing

1. The Draw Specialist and the Auditor will verify that all of the balls have been loaded into the draw machines according to the pre-determined procedures and the Draw Specialist(s) will ensure the doors to the mixing chambers are closed and secure.
2. Ten (10) minutes prior to each drawing, the Draw Specialist will verify all drawing equipment is working properly by conducting a visual and physical inspection. If there is a problem, take the necessary steps to correct the problem if possible. Refer to the **EQUIPMENT TROUBLESHOOTING CHART**, if necessary. If the problem still cannot be resolved, the Draw Specialist will contact the Security Technician for further assistance. If it cannot be corrected prior to the official drawing, instruct the Drawing Talent to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGE**. Immediately contact the first available person on the Drawing Security Chain and complete a **DRAWING INCIDENT REPORT**.
3. A Draw Specialist(s) will put on the private line (PL) headset(s) provided to them by the television studio to communicate with the production control room.
4. The Draw Specialist(s) with the Television Studio Producer will ensure the monitors on the set display the correct information for the current draw.
5. For the official drawing, a Draw Specialist must be positioned behind the remote console unit to operate the control console and the remote control for the starting of the machine(s), the dropping of the balls into the mixing chamber (if applicable for the game) and the selection of the official OLG winning numbers. The Draw Specialist(s) must be positioned in order to view the draw machines and the studio monitors.
6. At the scheduled time, the official OLG drawing(s) will commence (see Chart E.6.):

Chart E.6.		
Draw	Draw Time	Production Length
Cash 3/Cash 4 Midday/Georgia Five	12:29 pm	56 seconds
Cash 3 Evening/Georgia Five	6:59 pm	56 seconds
Cash 4 Evening/Fantasy 5/Jumbo Bucks Lotto	10:59 pm (Sun, Mon, Thu)	60 seconds
	11:34 pm (Tue, Wed, Fri, Sat)	60 seconds

Note: The official draw times are subject to change if the pools do not close at the designated times, if there is an equipment malfunction, or if there is a deviation from the draw procedures.

7. The Auditor must be positioned in order to observe the official OLG drawing and all of the activities on the set in order to certify the integrity and security of the official drawing.
8. The Draw Specialist(s) will observe the official OLG drawing and all of the activities on the set in order to verify to the integrity and security of the official drawing.
9. The Drawing Talent will announce the game, the jackpot amount (if applicable) and read the official winning numbers as they are selected. Numbers will be simultaneously shown on the television screen.
10. A Draw Specialist will operate the draw machine(s) in the following order, and at the pre-determined time, to initiate each drawing sequence.

The **Cash 3, Cash 4, and Georgia Five, and Jumbo Bucks Lotto** winning number drawing selection operates as follows:

- i. Press the "Start" button to initiate the drop and mixing sequence. The balls must mix for a period of two (2) seconds and/or at least two (2) complete revolutions prior to initiating the selection sequence.
- ii. Press the "1" button to initiate the ball selection sequence for Cash 3 and Cash 4 games. Press the "All" button for the Georgia Five game. Press the "Select" button for the Jumbo Bucks Lotto game.

The **Fantasy 5** winning number drawing selection operates as follows:

- i. Press the "Start" button in order to start the mixing chamber for the draw machine.
 - ii. Press the "Release" button to release the balls from the racking chambers into the mixing chamber and ensure the balls mix for a period of at least two (2) complete revolutions prior to initiating the selection sequence.
 - iii. Press the "Select" button to initiate the ball selection sequence.
11. The Draw Specialist(s) and the Auditor will observe the releasing of the balls into the mixing chamber and the selection of the winning numbers.
 12. A Draw Specialist will record the winning numbers on the **DRAWING RECORD SHEET** once the winning numbers are selected and all drawings have been completed.
 13. The Auditor will record the winning numbers on the **CHECKLIST AND CERTIFICATION FOR ON-LINE GAME DRAWINGS**.
 14. In the event any drawing(s) cannot be completed, the Draw Specialist(s) will halt the drawing(s) and immediately instruct the Television Studio Producer via PL headset(s) to display the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**.
 15. In the event an incorrect ball number is announced or televised, the Draw Specialist will immediately alert the Talent and/or Television Studio Producer to have the problem corrected on air. If there is not a Television Studio Producer present, the Draw Specialist will instruct the personnel in the production control room, via the PL headset, to correct the problem prior to the end of the telecast.

16. A Security Specialist will view and record the televised drawing from the GLC Security Control Center.
17. The Auditor and the Draw Specialist(s) will verify the official winning numbers against what was recorded on the **DRAWING RECORD SHEET** and the **CHECKLIST AND CERTIFICATION FOR ON-LINE GAME DRAWINGS** prior to contacting the Drawing Coordinator and the Operations Personnel.
18. The Draw Specialist, Drawing Coordinator, Auditor, and Operations Personnel will each independently calculate the checksum to verify the winning numbers recorded amongst all parties.
19. The Draw Specialist will then relay to the Drawing Coordinator and the Operations Personnel, via telephone, the official winning numbers for the game(s) and verify checksum totals between each party.
20. **No winning numbers shall be released as official until the Auditor, the Draw Specialist, the Operations Personnel and the Drawing Coordinator are in agreement.**
21. Once the winning numbers are verified, the Drawing Coordinator will perform dual entry with Operations Personnel via the on-line gaming system.

For the Cash 3, Cash 4, Georgia Five on-line games, the Draw Specialist will receive the liability information from the Operations Personnel and the Drawing Coordinator shortly after the winning numbers have been relayed. The Cash 3, Cash 4, Georgia Five liability information will be recorded by the Draw Specialist on all of the applicable forms to be disseminated to all predetermined internal GLC departments and media outlets.

For the Fantasy 5 and Jumbo Bucks Lotto on-line games, the Draw Specialist(s) will receive a fax from the Drawing Coordinator with the liability information. The Fantasy 5 and Jumbo Bucks Lotto liability information will be recorded by the Draw Specialist on all of the applicable forms to be disseminated to all predetermined internal GLC departments and media outlets.

22. The Auditor and the Draw Specialist(s) will verify and sign all report attachments. The Draw Specialist(s) will then disseminate the winning numbers to all appropriate parties.

F. Post-Drawing Activities and Set Breakdown

1. The Draw Specialist may conduct functional testing of equipment prior to set breakdown, if needed.
2. The Draw Specialist(s) will disconnect all drawing equipment.
3. The Draw Specialist(s) will unload the balls from the draw machines, and place them in sequential order in their respective ball cases. The Draw Specialist(s) and the Auditor will ensure all balls are accounted for and placed within their predetermined sets.
4. The Draw Specialist will attach the new seals to each ball case. The Draw Specialist(s) and the Auditor will ensure that the seals are as listed in the seal log and secured.

5. The Draw Specialist(s) will place the ball sets in storage in alphabetical or numerical order, based on the game.
6. The Draw Specialist(s) will return the drawing equipment to the storage area and lock the storage area.
7. The Auditor and Draw Specialist are to verify and ensure all draw paperwork is completed and signed.
8. The Draw Specialist will scan and save all draw paperwork in the designated GLC network drives.
9. The Draw Specialist will submit the original paperwork of drawings to Georgia Lottery headquarters for filing in the On-Line Game Drawings filing cabinet.

G. Exceptions to Drawing Procedures

1. The Draw Specialist will submit a **DRAW INCIDENT REPORT** and copies of all draw paperwork covering any deviation from the on-line game procedures to the Lottery Draw Manager and Director of Security immediately following the drawing.
2. In the event the designated television studio is unable to cut away from special programming to show the drawing at the usual time and then superimposes the results of the drawing on the screen during the programming in process, the Draw Specialist(s) is to ensure the numbers match the official winning numbers.
3. If the media contacts anyone regarding a drawing problem, refer all calls to the Vice President of Corporate Affairs.

H. Ball Sets

1. The Georgia Lottery Corporation will purchase pre-printed ball sets in compliance with the On-Line Game Rules and Regulations. The specifications for weight and diameter are provided by the manufacturer and are on file with the Georgia State Weights and Measurements Lab. The surface texture of each ball will be consistent when measured under 10X magnification. Each ball will be numbered twelve (12) times, figures underlined, printed in black ink. Prior to use, all new ball sets will be transported to the Georgia State Weights and Measurements Lab for the purpose of verifying the weights of the balls are within the tolerance set by the manufacturer.
2. Upon receipt of new ball set(s), the Draw Staff will measure and verify the diameters of the balls to ensure they meet manufacturer specifications.
3. The Lottery Draw Manager will ensure that the ball sets are randomly tested on a monthly basis by the Georgia State Weights and Measurements Lab to verify the weights of the balls continue to be within tolerance. The ball set(s) will be delivered in a sealed ball case.
4. Ball sets selected will be taken to the Georgia State Weights and Measurements Lab, the Vice President of Risk and Compliance or the Gaming Security Manager will place those ball sets in an "inactive" status in the randomization program and record the reason. After testing, return the balls to their respective ball set case.

5. Upon completion of the weighing process the ball cases will be sealed at the Georgia State Weights and Measurements Lab under the Georgia Lottery Corporation's observation.
6. A member of the Draw Staff will deliver the ball set(s) to the television studio, and log the ball set(s) back into the seal log and indicate in the purpose section the ball sets were out for weights and measures. At no time may balls from different sets be mixed.
7. The Lottery Draw Manager will provide a signed and dated copy of the test(s) results showing the ball set(s) tested to the Vice President of Risk and Compliance.
8. The Lottery Draw Manager will verify the balls within each set maintain the original weight variance when purchased. Additionally, no ball within a set shall have a variance from any other ball on the same set greater than specified by the manufacturer.
9. The Auditor and the Draw Specialist(s) will review the seal log for any ball set tested and returned from Weights and Measures for inclusion in the ball set selection process.
10. The Auditor and the Draw Specialist(s) will verify the ball set is secured and the seal is listed in the seal log.
11. The Vice President of Risk and Compliance and/or the Gaming Security Manager will place the ball set(s) in an "active" status in the randomization program and record in the comments section the dates of weighing and the Department of Weights and Measures test number located on the test sheets.
12. The Gaming Security Manager will maintain a monthly report on the randomness of ball sets and draw machines selected by the randomization program.

I. Draw Records

1. The paperwork for each drawing will be kept in the at the television studio filing cabinet and will be transferred to GLC Headquarters by the Draw Specialist on a monthly basis.
2. The storage access log will be maintained in the storage cabinet at the television studio and will be transferred to GLC Headquarters on an annual basis.
3. All draw paperwork will be scanned onto the Draw department drive and will be maintained electronically on the GLC secure servers. All draw related logs will be maintained at the draw studio in the appropriate file locations.
4. On a monthly basis draw paperwork will be reviewed for record retention and will be kept on file for a period of :

Draw reports for Cash 3, Cash 4, Georgia Five, Fantasy 5, and Jumbo Bucks Lotto
= 1 year

5. Ball weights and measures information will be maintained at GLC Headquarters by the Draw Department for a period of:

Ball Weights & Measurement Information = 1 year

PR 3.1.5 PROCEDURE APPROVAL

Approved by the GEORGIA LOTTERY CORPORATION:



Joseph Kjm, Senior Vice President & General Counsel



Ed Katich, Vice President of Risk & Compliance

PR 3.1.6 ATTACHMENTS

- A. DRAWING SECURITY CHAIN
- B. EQUIPMENT TROUBLESHOOTING CHART
- C. EMERGENCY PROCEDURES AND MESSAGES
- D. EMERGENCY CONTACT TELEPHONE LIST

MEGA MILLIONS DRAWING PROCEDURE

PURPOSE

This document describes the drawing and security procedures used by lottery personnel and auditors assigned to a MEGA MILLIONS drawing. These procedures are to be followed from the time the studio is entered until drawing equipment is returned to secure storage. Use of these procedures will ensure that the drawings take place on time and that the integrity of the MEGA MILLIONS Multi-State Game is maintained. These procedures must be adhered to strictly and are in accordance with the Amended and Restated Multi-State Lottery Agreement, MEGA MILLIONS Official Game Rules, and the MEGA MILLIONS Members' Finance and Operations Procedures, together with any amendments thereto.

DEFINITIONS

ET – Eastern Time

GLC – Georgia Lottery Corporation

Party Lotteries – Legalized and regulated state lotteries that jointly operate the multi-state lottery game known as MEGA MILLIONS

Official Drawing – A drawing shall become official at such time that (1) the drawing has been completed, (2) the Draw Staff and Auditor agree to the results, and (3) the Draw Staff and Auditor sign the Checklist/Certification For On-line Game Drawings.

PERSONNEL

AUDITOR – The professional, associated with the firm the GLC has contracted with to provide official draw audit services, who is responsible for verifying that the draws are conducted in accordance with MEGA MILLIONS Game Rules and Regulations and MEGA MILLIONS Game Drawings Procedures. For security and integrity purposes, the auditor is to ensure that the drawings are conducted in an unbiased, fair and impartial manner, in accordance with prescribe procedures. The Auditor must successfully complete a background check conducted by the GLC Security Department and complete GLC approved training prior to working a draw.

DIRECTOR OF SECURITY – The employee of the GLC who directs and manages all aspects of the Security Department of the GLC. Responsibilities include oversight of lottery drawing functions.

DRAW SPECIALIST – The employee of the GLC who is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process. The Draw Specialist ensures the integrity of the drawing by recording and verifying the results of ball selection, draw machine selection, equipment testing, ball placement and winning numbers selected.

DRAW STAFF – The Draw Specialist(s) and/or the Lottery Draw Manager assigned to a particular drawing event. The Draw Staff is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process.

DRAWING COORDINATOR – The GLC Data Center Computer Operations Specialist responsible for monitoring the drawing and entering, in conjunction with the gaming system vendor Operations Personnel, the winning numbers into the GLC's internal control, updating media outlets and billboards with jackpot amounts, and entering information into the GLC website and other backend subsystems.

DRAWING SECURITY CHAIN – List of GLC management with contact information to be used for notification or assistance in the event of any occurrence outside of the normal drawing procedures. (See **Attachment A**)

DRAWING TALENT – The television station employee or GLC employee who announces the winning numbers on-camera.

GAMING SECURITY MANAGER – The employee of the GLC responsible for the administration of the draw equipment randomization program.

LOTTERY COORDINATOR – The employees of each MEGA MILLIONS Party Lottery responsible for monitoring the drawing and entering the winning numbers into each state's gaming system. The Lottery Coordinator is responsible for ascertaining that the Party Lottery's personnel has processed the last transaction from the lottery's or online vendor, as applicable, gaming system and reporting that the pools are closed to the GLC Draw Specialist.

LOTTERY DRAW MANAGER – The employee of the GLC responsible for the overall drawing process of all GLC drawings to include maintenance of drawing equipment, preparation of drawing procedures, serving as Draw Specialist when needed, and the supervision/management of the Lottery's draw staff.

OPERATIONS PERSONNEL – The gaming system vendor Operations Staff responsible for monitoring the drawing and entering the winning numbers into the gaming system.

SECURITY SPECIALIST – The employee of the GLC responsible for visual surveillance, and recording all studio activity from GLC headquarters. Responsibilities include recording all televised drawings and reviewing studio activity from overnight.

SECURITY TECHNICIAN – The employee of the GLC responsible for the technical expertise relating to Physical Security Access Control Systems and closed-circuit television (CCTV). Responsibilities also include first echelon troubleshooting and repair of draw equipment. Serves as Draw Specialist, as needed for conducting the lottery drawings.

STANDBY AUDITOR – The employee of the draw audit firm responsible for verifying the lottery drawing(s) in the absence of the Auditor.

TELEVISION STUDIO PRODUCER – The television studio employee responsible for producing live drawings from WSB-Television, including but not limited to, preparing scripts/graphics, sets, drawing talent and working with the draw staff for set preparation.

VISITOR – Any person present during the pre-drawing tests and/or the official drawing who is not a GLC employee or a television studio employee included in the drawing process.

OPERATING PROCEDURE

A. Personnel Arrival

1. The Draw Staff and the Auditor will arrive at the designated television studio no later than two (2) hours before the next scheduled live MEGA MILLIONS drawing.

At a minimum, two (2) Draw Specialists and one (1) Auditor will be present in the television studio for each MEGA MILLIONS drawing. If any individual is not able to arrive at the studio by the required time, the individual shall contact his/her supervisor immediately. In the event that any member is absent at the studio, utilize the following procedures:

Personnel Absent	Personnel Present	Action
Auditor	Draw Specialist Draw Specialist	A Draw Specialist will telephone the Primary Auditor; if no contact is made, telephone the Standby Auditor; if still no contact is made, telephone the Primary Contact of the Draw Audit Firm. The other Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist	Draw Specialist	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist	Draw Specialist Auditor	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist Draw Specialist	Auditor	The Auditor will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist Draw Specialist	Television Studio Producer	The Television Studio Producer will utilize the Drawing Security Chain to contact GLC management.

2. Upon the arrival of the Auditor, the Draw Specialist will verify that the Auditor working the drawing is on the list of pre-approved Auditors who have successfully completed a background check conducted by the GLC Security Department and have attended draw training. A list of those Auditors who have successfully completed a background check will be sent to the Lottery Draw Manager by the Director of Security. The Lottery Draw Manager will maintain a list of Auditors who have completed mandatory training and will forward the list to the Director of Security and the Primary Contact at the draw audit firm.
3. In the event an Auditor arrives at the studio for a drawing and is not on the list of authorized Auditors, the Draw Specialist will call the Standby Auditor and will utilize the Drawing Security Chain to contact GLC management.
4. The Draw Specialist will call the Drawing Coordinator at the GLC Data Center (404-215-5089) upon arrival at the television studio. In the event the Drawing Coordinator is unavailable, the Draw Specialist shall call the Data Center Manager or the Operations

Director (See **Attachment D**). If contact cannot be made, the Draw Specialist shall utilize the Drawing Security Chain to contact GLC management.

B. Pre-Drawing Activities and Equipment Setup

1. The Draw Specialist will activate the randomizer program for the **BALL SET AND MACHINE RANDOM SELECTION REPORT** which selects the primary and secondary ball sets and draw machines to be utilized during the next scheduled MEGA MILLIONS official drawing. The Draw Specialist only has the ability to activate the randomizer program and does not have the ability to change the status of ball sets or draw machines. If the randomizer program is not operating, the Draw Specialist is authorized, with the assistance of the Auditor, to utilize the laminated cards with each machine and ball set listed for the selection of draw machines and ball sets to be utilized for the next scheduled MEGA MILLIONS drawing. The information will be recorded and verified by the Draw Staff and Auditor.
2. Once the **BALL SET AND MACHINE RANDOM SELECTION REPORT** has been printed, the Draw Specialist and the Auditor will verify the report is for the current draw date and time. The Draw Specialist and the Auditor will sign the report. This report will be retained by the Draw Specialist while the Draw Specialist(s) retrieves the draw machines and ball sets to be used for the official drawing. The Draw Specialist will record the draw machine numbers and ball set numbers on the **CHECKLIST AND CERTIFICATION FOR MEGA MILLIONS GAME DRAWING**.
3. The Draw Specialist and Auditor will ensure, at all times, cell phones and other electronic communication devices are turned off or in silent mode during the drawing. The only exception is the designated GLC cell phone for the Draw Specialists.
4. The Auditor and the Draw Specialists are collectively responsible for ensuring the completion and verification of the paperwork designated in Chart B.4. below:

Chart B.4.
1. CHECKLIST AND CERTIFICATION FOR MEGA MILLIONS GAME DRAWING
2. BALL SET AND MACHINE RANDOM SELECTION REPORT
3. BALL VERIFICATION DRAWING RECORD SHEET
4. MEGA MILLIONS PRE-DRAWING TESTS RECORDING SHEET
5. MEGA MILLIONS OFFICIAL DRAW RECORDING SHEET
6. MEGA MILLIONS DRAWING CONFERENCE CALL CHECKLIST
7. MEGA MILLIONS DRAW SPECIALIST CHECKSUM VERIFICATION/SALES AND LIABILITY WORKSHEET
8. OFFICIAL DRAWING RESULTS FORM
9. MEGAPLIER DRAW RESULTS
10. DRAW INCIDENT REPORT (if necessary)
11. SECURED STORAGE ACCESS LOG SHEET
12. SEAL LOG SHEET(S)

13. EMERGENCY PROCEDURES AND MESSAGES

5. Approximately one hour (1) and fifteen minutes (15) before the next scheduled live MEGA MILLIONS drawing, the Draw Specialist will utilize the storage room key(s) assigned to them or located in the secured lock box located in a specified area of the studio to enter the equipment storage area. The Draw Specialist will verify the video system is operating properly by ensuring the images of the studio and storage area are present on the monitor.

At no time will the door to the storage equipment area be opened by anyone other than the Draw Staff, or Georgia Lottery Security, unless prior approval has been received from a member of the Drawing Security Chain.

Condition	Personnel	Action
Key is not available for storage area (this includes the lockbox)	Draw Specialist(s)	Obtain back-up key(s) from Television Producer. Utilize the Drawing Security Chain to contact GLC management. Complete Incident Report
Security video equipment not operating	Draw Specialist	Contact the Security Technician or the Director of Security

6. The Draw Specialist(s) will verify and remove, from the equipment storage area, the selected draw machines, per the **BALL SET AND MACHINE RANDOM SELECTION REPORT**.
7. The Draw Specialist will place the draw machines onto the set in the selected positions. Place the draw machine selected for the 5/75 balls on the right, facing the lottery studio cameras and the draw machine for the 1/15 on the left, facing the lottery studio cameras.
8. After the Draw Specialist(s) places the draw machine(s) in their respective position(s) on the set, the wheels of each draw machine will be locked and the remaining pieces of the set will be put into place.
9. The Draw Specialist will place the “Not an Official Drawing” sign on the machines or set to be visibly seen by the television and/or GLC surveillance cameras.
10. The Draw Specialist(s) must agree the draw machine(s) to be used for the drawing(s) are free of any visually obvious damage or defects that could affect the outcome of the drawing(s). If any damage or defects appear on any one of the draw machines which could affect the outcome of the drawing(s), inform the Auditor and use the backup draw machine(s). The Draw Specialist must immediately report any maintenance or repair issues to the Draw Manager and Security Technician and complete a **DRAW INCIDENT REPORT**.
11. Approximately one hour before the next scheduled live MEGA MILLIONS drawing, a Draw Specialist will retrieve the drawing ball sets, seals and access log book.
12. From the **BALL SET AND MACHINE RANDOM SELECTION REPORT**, the Draw Specialist and the Auditor will verify that those ball sets specified for use in the scheduled MEGA MILLIONS drawing are, in fact, available. If any selected ball sets are not

- available and it is during normal GLC business hours, the Draw Specialist(s) will contact the Director of Security or the Gaming Security Manager and advise them of which ball sets are not available. The ball sets not available will be removed from rotation in the randomizer program by the Director of Security or the Gaming Security Manager. The Draw Specialist will then re-run the Randomizer Program to obtain new sets. The Draw Specialist and the Auditor will complete a detailed **DRAW INCIDENT REPORT** regarding the ball set discrepancy.
13. The Draw Specialist(s) will dust and gently wipe down each draw machine with non-static cleaner prior to use (if needed).
 14. The Draw Specialist will connect draw machine(s) and remote(s).
 15. The Draw Specialist will complete the following steps to ensure the draw machines are operational (the following steps are not required to be in completed in any particular order):
 - a. The main control panel for the Criterion machines for the MEGA MILLIONS draw machines are located on the right side of the machine as you face the front of the draw machine. On the main control panel, the key to the electrical power on the draw machine will be turned to the "ON" position.
 - b. The panel for the mixing and selection controls for the MEGA MILLIONS draw machines are located inside the bottom of the draw machine on the main power unit. For the MEGA MILLIONS draw machine, verify the mixing speed will be set to "Fast", the mode will be set to "Automatic" and the number of balls selected for the (5/75) draw machine will be set to "5" and the number of balls selected for the (1/15) draw machine will be set to "1". The location for these settings are on the main power unit inside the draw machines.
 - c. All draw machine operations will be conducted from the remote console unit. The operation of the MEGA MILLIONS draw machines will be checked in the following manner to ensure they are connected:
 1. Press the "Start" button for the draw machines mixing chamber paddles to turn vigorously and open the gates beneath the preview racks.
 2. Press the "Release" button to ensure the racking chambers release and the mixing chamber begins rotating.
 3. Press the "Select" select button to activate the individual gates at the bottom of the mixing chamber.
 4. Either turn the "Reset" switch from the machine or press the "Reset" button from the control console box to return to the mode for the selection process to begin.
 5. Ensure all lights for the draw machines illuminate in each mode of operation, if not, please refer to the **EQUIPMENT TROUBLESHOOTING CHART**.
 16. The Draw Specialist will remove the ball sets from the secured storage area and inspect each ball case to ensure the seals are intact.
 17. The Draw Specialist completes the seal log of seals to be removed, new seals to be returned on ball sets after the drawing(s), and checks seals for any discrepancies. The Auditor will

verify the seals currently on the cases are the seals that were last placed on the ball sets as indicated in the seal log. **Once the ball sets have been selected and removed, the Auditor and a Draw Specialist must remain in the studio and keep the balls under constant supervision and under video surveillance until returning the ball sets to the storage area. Some necessary exceptions are permitted; any exceptions must be coordinated with the Auditor.**

18. The ball sets should be placed with the respective draw machines as selected by the randomization program.
19. Once the ball seals on each case have been verified by the Auditor and the Draw Specialist, the Draw Specialist(s) will place each ball case at the appropriate mixing chamber(s) of each draw machine.
20. Prior to touching the official drawing balls, the Draw Specialists must put on the lint free white cotton glove(s). The glove(s) is to be worn whenever the balls are handled at the studio.
21. The Draw Specialist(s), in the presence of the Auditor, unless otherwise authorized by a member of the Security Chain, will remove the seals from the ball set cases for the MEGA MILLIONS game and, along with the Auditor and Draw Specialist, verify the total number of balls present for each of the games (see Chart B.21.).

Chart B.21.	
Ball Case	Number of Balls
White Balls	75 balls (numbered 1 through 40) and (41 through 75)
Gold Balls	15 balls (numbered 1 through 15)

22. The Draw Specialist(s) and the Auditor will verify all balls are present in each case. The Draw Specialist(s) will inspect the balls for any damage or defects that could affect the outcome of the drawing(s). If any damage or defects appear on any one of the balls that could affect the outcome of the drawing, use the backup ball set(s). The Draw Specialist(s) will contact the Director of Security or Gaming Security Manager to provide information regarding the ball damage or defect and request to have the ball set removed from the randomization program. The GLC Security Chain and Party Lottery Directors will be notified for further instructions.
23. Under the observation of the Auditor, the Draw Specialist(s) will load the balls into the racking chambers of the draw machines, unless authorized by a member of the Security Chain. Prior to the first pre-drawing test only, ball sets will be loaded in sequential order (from left to right). Once the first pre-drawing test has been conducted, the balls selected may be returned to the racking or mixing chambers as dictated by the game for the remaining pre-drawing tests.
 - a. **MEGA MILLIONS White Balls (5/75)**
Load eight (8) balls in rack 1, ten (10) balls in racks 2, 3, 6 and 10, and nine (9) balls in racks 4, 5 and 8 for a total of seventy-five (75) balls.
 - b. **MEGA MILLIONS Gold Balls (1/15)**

Load two (2) balls each in racks 1 through 7 and one (1) ball in rack 8 for a total of fifteen (15) balls.

24. The Draw Specialist and the Auditor will verify all of the balls have been removed from the ball cases and **all required balls** have been loaded into the draw machine(s) before pre-drawing tests can begin (see Chart B.24.).

Chart B.24.	
Draw	Number of Balls
MEGA MILLIONS (White)	75 balls (Rack 1= 8 balls ; Racks 2, 3, 6 & 10 = 10 balls; Racks 4, 5 & 8 = 9 balls) total
MEGA MILLIONS (Gold)	15 balls (Racks 1 thru 7 = 2 balls; Rack 8 = 1 ball) total

25. The Draw Specialist(s) and the Auditor will ensure that the balls remain within their predetermined sets and are not mixed with balls from other sets.
26. The Draw Specialist(s) will observe the studio and verify that only GLC authorized employees and visitors are present. Any visitor names will be recorded by the Draw Specialist on the **CHECKLIST AND CERTIFICATION FOR MEGA MILLIONS GAME DRAWINGS**.
27. If the Draw Specialist is notified, or discovers, during any portion of the draw process that any of the selected draw machines or ball sets are out of service, it will be documented on the **CHECKLIST AND CERTIFICATION FOR MEGA MILLIONS GAME DRAWINGS** will be completed.

C. Pre-Drawing Test(s)

- For the pre-drawing tests, a Draw Specialist must position themselves behind the remote control units to activate the buttons that control the starting of the machine(s), the dropping of the balls into the mixing chamber and the selection of the pre-drawing test results.
- The Auditor and a Draw Specialist must be positioned in order to view the draw machines and the pre-drawing test results.
- Under the observation of the Auditor, the Draw Specialist(s) will conduct three (3) pre-drawing tests for each game. The Auditor will record the pre-drawing test results on the **MEGA MILLIONS PRE-DRAWING TESTS RECORDING SHEET**
- Pre-drawing tests and rehearsals will not be conducted after the pools have been closed or 30 minutes prior to the drawing, unless special permission has been authorized by a member of the Drawing Security Chain. Rehearsals may be used for pre-drawing tests with the numbers selected during the rehearsals recorded as the pre-drawing tests.
- In the MEGA MILLIONS pre-drawing tests, if the same two (2) or more numbered balls appear in each of the three (3) pre-drawing tests of the 5/75 and/or in the 1/15, order an additional set of pre-drawing tests. For example, if ball numbers 12, 30 and 04 are selected for all three of the pre-drawing tests, additional tests will be performed (see Chart C.5-1):

Chart C.5-1					
Test Number	Balls Selected				
Pre-Draw Test # 1	39	30	04	12	23
Pre-Draw Test # 2	04	11	28	30	12
Pre-Draw Test # 3	12	30	23	18	04
Additional Tests Required					

After the third pre-drawing test, the Draw Specialist will verify the pre-drawing results with the Auditor. The pre-drawing tests will be evaluated in accordance with established pre-drawing test criteria to ensure that the required randomness is achieved. If a ball set again fails the pre-drawing tests by having the same three (3) or more numbered balls appear in each of the three (3) additional pre-drawing tests, remove the ball set from use until it can be tested, and then notify the Director of Security of the failure (see Chart C.5-2). Utilize the backup ball set that was selected by the randomization program.

Chart C.5-2					
Test Number	Balls Selected				
Pre-Draw Test # 1	39	30	04	12	23
Pre-Draw Test # 2	04	11	28	30	12
Pre-Draw Test # 3	12	30	23	18	04
Additional Tests Required					
Pre-Draw Test # 4	04	39	12	21	30
Pre-Draw Test # 5	23	12	30	04	02
Pre-Draw Test # 6	12	09	04	30	13
Notify the Director of Security and Conduct Pre-Tests on Backup Ball Set					

6. Notwithstanding the results of the pre-drawing tests, if for any reason, a ball set appears to produce results in the pre-drawing tests that may not be random, the Director of Security is to be notified and the ball set is to be removed from use until tested.
7. When it is determined that a ball set should be removed from service, the Draw Specialist(s) will seal the ball set, place it in the secured storage area where it will remain until the Director of Security or Lottery Draw Manager can retrieve it for testing purposes.
8. If the spare ball set fails the pre-drawing tests, the Draw Specialist(s) will contact the Director of Security and/or the Gaming Security Manager and request the ball set be removed from the randomization program. In the event that the ball set should be removed and it is outside normal business hours, the ball set will be removed as soon as possible on the next business day. The Draw Specialist, under the observation of the Auditor, will then re-run the randomization program to produce another **BALL SET AND MACHINE RANDOM SELECTION REPORT** to select another ball set to be tested. If the spare ball set fails the pre-drawing tests, contact the Director of Security for a resolution. The GLC President & CEO will notify the other Party Lottery Directors.

9. New pre-drawing tests will be conducted whenever a backup ball set is used.
10. If all pre-drawing tests cannot be completed prior to the official drawing, the Draw Specialist(s) will instruct the Television Studio Producer that the Drawing Talent will need to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**. Contact a member of the Drawing Security Chain immediately of the incident and for further instructions. Record the incident on a **DRAW INCIDENT REPORT** and forward it to the Draw Manager and the Director of Security.
11. Once the final pre-drawing tests have been conducted, verify that both MEGA MILLIONS machines are prepared for the drawing by completing the following:
 - a. Place the balls in in random order in the racks as described in Section B.23. and/or Chart B.24., at which time the Auditor will complete the **MEGA MILLIONS PRE-DRAWING TESTS RECORDING SHEET** and verify all balls for that drawing have been loaded into the chambers of the draw machine(s).
 - b. The Draw Specialist and the Auditor will ensure no balls have been left in the mixing chamber and/or the winning number display areas after the final pre-drawing test has been completed.
12. Under the observation of the Auditor, once all pre-drawing tests are complete, the Draw Specialist will remove the "Not an Official Drawing" sign.
13. The Draw Specialist will fax and/or e-mail to the Party Lotteries the completed and signed copy the of **MEGA MILLIONS PRE-DRAWING TESTS RECORDING SHEET**.
14. Excepting equipment malfunction, once the equipment has been set up and the pre-drawing tests conducted, no changes to the equipment or set up will take place, unless authorized by a member of the Drawing Security Chain.

D. Pool Closing

1. The Draw Specialist, in the presence of the Auditor, will establish the teleconference with all MEGA MILLIONS Lottery Coordinators no later than 10:30 pm (ET). Each party will join by dialing the provided telephone number and passcode (see **MEGA MILLIONS DRAWING CONFERENCE CALL CHECKLIST**). The Lottery/Drawing Coordinators and the Operations Personnel are to verify sales are suspended and the pools are closed. If landline telephones are not operational the Draw Specialist(s) may use their GLC cell phones via the speaker function(s) to establish the conference call and verify pool closing(s). The GLC Drawing Coordinator will advise the Draw Specialist of the total sales for the current drawing. The scheduled closing time of the pools for the MEGA MILLIONS Drawing is 10:45 pm ET.
2. Once the pools are closed, the Draw Specialist will announce to the Auditor and other Draw Specialist(s) that sales are suspended for the MEGA MILLIONS game in which winning numbers are about to be drawn.

If the pools are not closed, do not proceed with the official drawing.

3. If the drawing is not to take place, the Draw Specialist will advise the Television Studio Producer to instruct the Drawing Talent to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**. The Draw Specialist will immediately contact the first available person on the Drawing Security Chain.
4. Once verification of the pools are closed, the Draw Specialist will record the time on the **MEGA MILLIONS DRAWING CONFERENCE CALL CHECKLIST**.
5. At 10:46 pm (ET) the Draw Specialist will run the Megaplier Random Number Program and begin the process for the Megaplier selection. After the Megaplier is selected, the information is to be distributed to the Television Studio Producer for display on the satellite feed. This information will also be recorded with the MEGA MILLIONS winning numbers and disseminated accordingly. Follow the steps listed below:
 - a. Open the GLC Citrix program
 - b. Double click Georgia Lottery Apps icon
 - c. Double click MegaplierRND
 - d. Confirm that there are 6(5X); 3(4X); 4(3X) and 2(2X) for possible selection from the pool
 - e. Click "Select Megaplier" **ONCE** for selection
 - f. In the Adobe application click print and produce two copies for record for official draw paperwork and for WSB-TV.

E. Official MEGA MILLIONS Drawing

1. The Draw Specialist(s) and the Auditor will verify that all of the balls have been loaded into the draw machines according to the pre-determined procedures and the Draw Specialist(s) will ensure the doors to the mixing chambers are closed and secure.
2. Ten (10) minutes prior to the drawing, the Draw Specialist will verify all drawing equipment is working properly by conducting a visual and physical inspection. If there is a problem, take the necessary steps to correct the problem if possible. Refer to the **EQUIPMENT TROUBLESHOOTING CHART**, if necessary. If the problem still cannot be resolved, the Draw Specialist will contact the Security Technician for further assistance. If it cannot be corrected prior to the official drawing, instruct the Drawing Talent to read the emergency script from the **EMERGENCY PROCEDURES AND MESSAGE**. Immediately contact the first available person on the Drawing Security Chain and complete a **DRAW INCIDENT REPORT**.
3. A Draw Specialist(s) will put on the private line (PL) headset(s) provided to them by the television studio to communicate with the production control room (PCR).
4. The Draw Specialist(s) with the Television Studio Producer will ensure the monitors on the set display the correct information for the current draw.
5. For the official drawing, a Draw Specialist must be positioned behind the remote console unit to operate the control console and the remote control for the starting of the machine(s),

the dropping of the balls into the mixing chamber and the selection of the official MEGA MILLIONS winning numbers. The Draw Specialist(s) must be positioned in order to view the draw machines and the studio monitors.

6. At the scheduled time, the official MEGA MILLIONS drawing(s) will commence (see Chart E.6.):

Chart E.6.		
Draw	Draw Time	Production Length
MEGA MILLIONS	11:00 pm ET (Tue & Fri)	45 seconds

Note: The official draw time is subject to change if the pools do not close at the designated time, if there is an equipment malfunction, or if there is a deviation from the draw procedures.

7. The Auditor must be positioned in order to observe the official MEGA MILLIONS drawing and all of the activities on the set in order to certify the integrity and security of the official drawing.
8. The Draw Specialist(s) will observe the official MEGA MILLIONS drawing and all of the activities on the set in order to verify to the integrity and security of the official drawing.
9. The Drawing Talent will announce the game, the jackpot amount (if applicable) and read the official winning numbers as they are selected. Numbers will be simultaneously shown on the television screen.
10. A Draw Specialist will operate the draw machine(s) in the following order, and at the pre-determined time, to initiate each drawing sequence.

The MEGA MILLIONS winning number drawing selection process operates as follows:

- a. Press the "Start" button in order to start the mixing chamber for the Criterion draw machines with the (5/75) balls and the (1/15) balls.
 - b. Press the "Release" button for the white (5/75) balls to release the balls from the racking chambers into the mixing chamber; after all 75 balls have been released, then press the "Release" button for the gold (1/15) balls to release the balls from the racking chamber and ensure the balls mix for a period of at least two (2) complete revolutions prior to initiating the selection sequence.
 - c. Press the "Select" button to initiate the ball selection sequence for the white (5/75) balls; after the five white balls have been selected, then press the "Select" button to initiate the ball selection sequence for the gold (1/15) balls.
11. The Draw Specialist(s) and the Auditor will observe the releasing of the balls into the mixing chamber and the selection of the winning numbers.
12. A Draw Specialist will record the winning numbers on the **MEGA MILLIONS OFFICIAL DRAW RECORDING SHEET, MEGA MILLIONS DRAW**

SPECIALIST CHECKSUM VERIFICATION/SALES AND LIABILITY WORKSHEET and **OFFICIAL DRAWING RESULTS FORM** once the winning numbers are selected and all drawings have been completed.

13. The Auditor will record the winning numbers on the **MEGA MILLIONS OFFICIAL DRAW RECORDING SHEET**.
14. In the event any drawing cannot be completed, the Draw Specialist(s) will halt the drawing and immediately instruct the Television Studio Producer via PL headset(s) to display the emergency script from the **EMERGENCY PROCEDURES AND MESSAGES**.
15. In the event an incorrect ball number is announced or televised, the Draw Specialist will immediately alert the Talent and/or Television Studio Producer to have the problem corrected on air. If there is not a Television Studio Producer present, the Draw Specialist will instruct the personnel in the production control room, via the PL headset, to correct the problem prior to the end of the telecast.
16. A Security Specialist will view and record the televised drawing from the GLC Security Control Center.
17. The Auditor and the Draw Specialist(s) will verify the official winning numbers against what was recorded on the **MEGA MILLIONS OFFICIAL DRAW RECORDING SHEET** and the **MEGA MILLIONS DRAW SPECIALIST CHECKSUM VERIFICATION/SALES AN LIABILITY WORKSHEET** prior to contacting the Drawing Coordinator and the Operations Personnel.
18. The Draw Specialist along with the Auditor will then relay and verify the checksum total to the GLC Drawing Coordinator(s) and the Operations Personnel, via telephone.
19. **No winning numbers shall be released as official until the Auditor, the Draw Specialist, the Operations Personnel and the Drawing Coordinator are in agreement.**
20. Once the winning numbers are verified, the Drawing Coordinator will perform dual entry with Operations Personnel via the MEGA MILLIONS gaming system.
21. The Auditor and the Draw Specialist(s) will verify and sign all report attachments. The Draw Specialist(s) will then disseminate the winning numbers to all member states via the GLC Data Center.
22. Lottery Coordinators, after verification by the Auditor, will enter the winning numbers into the computer systems using the procedures previously established for entering winning numbers for other games. Each Party Lottery will maintain records of the numbers entered.
23. Lottery Coordinators will initiate dissemination of information within respective Party Lotteries using procedures previously established for other on-line games.
24. No later than 2:30 am (ET), Wednesday and Saturday mornings, each Party Lottery will provide to MUSL, Ohio and Virginia Data Centers at the following numbers and fax a copy of that Party Lottery's Preliminary Merged Winner Count Report:

Illinois Fax Number (217) 524-5176

MUSL Fax Number (515) 453-1435

Ohio Fax Number (866) 862-0001

Virginia Fax Number (804) 228-7782

25. Illinois/Ohio/Virginia Data Center, no later than 3:30 am (ET) will provide a fax of the Party Lottery's portion of the Merged Winner Count Report to the Ohio Data Center.
26. Illinois/Ohio/Virginia Data Centers will provide a fax of the All States' portion of the Merged Winner Count Report to the Virginia Data Center. Compare the results provided by Virginia to the Merged Winner Count Report produced by Ohio. Resolve any discrepancies immediately.
27. No later than 4:00am (ET) fax a copy of the All States' portion of the Merged Winner Count Report to each Party Lottery's data center. Also, fax a copy of the merged MEDIA ALERT to each Party Lottery's data center, with the winning numbers, the total number of winners in each category and the location of the jackpot winner. Each Party Lottery will be responsible for listing the number of winners in the state.

F. Post-Drawing Activities and Set Breakdown

1. The Draw Specialist may conduct functional testing of equipment prior to set breakdown, if needed.
2. The Draw Specialist(s) will disconnect all drawing equipment.
3. The Draw Specialist(s) will unload the balls from the draw machines, and place them in sequential order in their respective ball cases. The Draw Specialist(s) and the Auditor will ensure all balls are accounted for and placed within their predetermined sets.
4. The Draw Specialist will attach the new seals to each ball case. The Draw Specialist(s) and the Auditor will ensure that the seals are as listed in the seal log and secured.
5. The Draw Specialist(s) will place the ball sets in storage in alphabetical order.
6. The Draw Specialist(s) will return the drawing equipment to the storage area and lock the storage area.
7. The Auditor and Draw Specialist are to verify and ensure all draw paperwork is completed and signed.
8. The Draw Specialist will scan and save all draw paperwork in the designated GLC network drives.
9. The Draw Specialist will submit the original paperwork of drawings to Georgia Lottery headquarters for filing in the MEGA MILLIONS Game Drawings filing cabinet.

G. Exceptions to Drawing Procedures

1. The Draw Specialist will submit a **DRAW INCIDENT REPORT** and copies of all draw paperwork covering any deviation from the MEGA MILLIONS game procedures to the Draw Manager and Director of Security immediately following the drawing.
2. In the event the designated television studio is unable to cut away from special programming to show the drawing at the usual time and then superimposes the results of the drawing on the screen during the programming in process, the Draw Specialist(s) is to ensure the numbers match the official winning numbers.
3. If the media contacts anyone regarding a drawing problem, refer all calls to the GLC Vice President of Corporate Affairs.

H. Ball Sets

1. The Georgia Lottery Corporation will purchase pre-printed ball sets in compliance with the MEGA MILLIONS Official Game Rules. The specifications for weight and diameter are provided by the manufacturer and are on file with the Georgia State Weights and Measurements Lab. The surface texture of each ball will be consistent when measured under 10X magnification. Each ball will be numbered twelve (12) times, figures underlined, printed in black ink. Prior to use, all new ball sets will be transported to the Georgia State Weights and Measurements Lab for the purpose of verifying the weights of the balls are within the tolerance set by the manufacturer.
2. Upon receipt of new ball set(s), the Draw Staff will measure and verify the diameters of the balls to ensure they meet manufacturer specifications.
3. The Director of Security will ensure that the ball sets are randomly tested on a monthly basis by the Georgia State Weights and Measurements Lab to verify the weights of the balls continue to be within tolerance. The ball set(s) will be delivered in a sealed ball case.
4. Ball sets selected will be taken to the Georgia State Weights and Measurements Lab, the Director of Security or the Gaming Security Manager will place those ball sets in an "inactive" status in the randomization program and record the reason.
5. Upon completion of the weighing process the ball cases will be sealed at the Georgia State Weights and Measurements Lab under the Georgia Lottery Corporation's observation.
6. A member of the Draw Staff will deliver the ball set(s) to the television studio, and log the ball set(s) back into the seal log and indicate in the purpose section the ball sets were out for weights and measures. At no time may balls from different sets be mixed.
7. The Draw Manager will provide a signed and dated copy of the test(s) results from the Georgia State Weights and Measurements Lab showing the ball set(s) tested to the Director of Security.
8. The Director of Security will verify the balls within each set maintain the original weight variance when purchased. Additionally, no ball within a set shall have a variance from any other ball on the same set greater than specified by the manufacturer.
9. The Auditor and the Draw Specialist(s) will review the seal log for any ball set tested and returned from Weights and Measures for inclusion in the ball set selection process.

10. The Auditor and the Draw Specialist(s) will verify the ball set is secured and the seal is listed in the seal log.
11. The Director of Security and/or the Gaming Security Manager will place the ball set(s) in an "active" status in the randomization program and record in the comments section the dates of weighing and the Department of Weights and Measures test number located on the test sheets.
12. The Gaming Security Manager will maintain a monthly report on the randomness of ball sets and draw machines selected by the randomization program.

I. Draw Records

1. The paperwork for each drawing will be kept in the at the television studio filing cabinet and will be transferred to GLC Headquarters by the Draw Specialist on a monthly basis.
2. The storage access log will be maintained in the storage cabinet at the television studio and will be transferred to GLC Headquarters on an annual basis.
3. All draw paperwork and logs will be maintained at GLC Headquarters in secured storage cabinets with restricted key access. The Draw Manager maintains the key to the storage cabinet.
4. On a quarterly basis draw paperwork will be reviewed for record retention and will be kept on file at GLC Headquarters for a period of :

Draw reports for MEGA MILLIONS = 7 years

5. Ball weights and measures information will be maintained at GLC Headquarters by the Security Department for a period of:

Ball Weights & Measurement Information = 2 years

Approved by the Party Lotteries:

GEORGIA LOTTERY CORPORATION

Debbie D. Alford, President and CEO

STATE OF ILLINOIS
DEPARTMENT OF THE LOTTERY

Michael Jones, Superintendent

MARYLAND STATE LOTTERY AGENCY

Stephen Martino, Director

MASSACHUSETTS STATE LOTTERY
COMMISSION

Paul R. Sternburg, Executive Director

MICHIGAN BUREAU OF STATE LOTTERY

M. Scott Bowen, Commissioner

CALIFORNIA LOTTERY

Robert O'Neill, Director

STATE OF NEW JERSEY
DIVISION OF STATE LOTTERY

Carole Hedinger, Executive Director

NEW YORK DIVISION OF LOTTERY

Robert Williams, Director

OHIO LOTTERY COMMISSION

Dennis R. Berg, Executive Director

VIRGINIA LOTTERY

Paula I. Otto, Executive Director

WASHINGTON STATE LOTTERY

Harold W. Hanson, Director

TEXAS LOTTERY COMMISSION

Gary Grief, Executive Director

ATTACHMENTS

- A. DRAWING SECURITY CHAIN
- B. EQUIPMENT TROUBLESHOOTING CHART
- C. EMERGENCY PROCEDURES AND MESSAGES
- D. EMERGENCY CONTACT TELEPHONE LIST

GLC OPERATING PROCEDURES

LOTTERY GAME PROCEDURES

PR 3.1.B 5 CARD CASH ON-LINE GAME DRAWINGS

PR 3.1.B.1 PURPOSE

This document describes the drawing and security procedures used by lottery personnel and auditors assigned to drawings associated with On-line Games operated by the Georgia Lottery Corporation ("GLC"). These procedures are to be followed from the time GLC personnel enter the television studio or designated drawing facility to the time GLC drawing equipment is returned to secure storage. Use of these procedures will ensure that the drawings take place on time and that the integrity of each On-line Game is maintained. These procedures must be adhered to strictly and are in accordance with the GLC's On-line Game Rules and Regulations, as well as the Georgia Lottery for Education Act.

PR 3.1.B.2 DEFINITIONS

On-line Game (or "OLG") – A lottery game in which tickets or shares are offered for sale to the public and players match their numbers to those produced during regularly scheduled random drawings.

5 CARD CASH - A five-digit On-line Game with fixed payout prizes.

Official Drawing – A drawing shall become official at such time that (1) the drawing has been completed, (2) the Draw Staff and Auditor agree to the results, and (3) the Draw Staff and Auditor sign the Checklist/Certification for On-line Game Drawings.

PR 3.1.B.3 PERSONNEL

AUDITOR – The professional, associated with the firm the GLC has contracted with to provide official draw audit services, who is responsible for verifying that the draws are conducted in accordance with On-Line Game Rules and Regulations and On-Line Game Drawings Procedures. For security and integrity purposes, the auditor is to ensure that the drawings are conducted in an unbiased, fair and impartial manner, in accordance with prescribed procedures. The Auditor must successfully complete a background check conducted by the GLC Security Department and complete GLC approved training prior to working a draw.

VICE PRESIDENT OF RISK AND COMPLIANCE – The employee of the GLC whose responsibilities include oversight of lottery drawing functions.

DRAW SPECIALIST – The employee of the GLC who is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process. The Draw Specialist ensures the integrity of the drawing by recording and verifying the draw results, draw machine selection, equipment testing, and winning numbers selected.

DRAW STAFF – The Draw Specialist(s) and/or the Lottery Draw Manager assigned to a particular drawing event. The Draw Staff is responsible for conducting the lottery drawings in accordance with the applicable policies and procedures thereby maintaining the integrity of the official drawing process.

DRAWING COORDINATOR – The GLC Data Center Computer Operations Specialist responsible for monitoring the drawing and entering, in conjunction with the gaming system vendor Operations Personnel, the winning numbers into the GLC's internal control, updating media outlets and billboards with jackpot amounts, and entering information into the GLC website and other backend subsystems.

DRAWING SECURITY CHAIN – List of GLC management with contact information to be used for notification or assistance in the event of any occurrence outside of the normal drawing procedures. (See **Attachment A**)

LOTTERY DRAW MANAGER – The employee of the GLC responsible for the overall drawing process of all GLC drawings to include maintenance of drawing equipment, preparation of drawing procedures, serving as Draw Specialist when needed, and the supervision/management of the Lottery's draw staff.

OPERATIONS PERSONNEL – The gaming system vendor Operations Staff responsible for monitoring the drawing and entering the winning numbers into the gaming system.

SECURITY SPECIALIST – The employee of the GLC responsible for visual surveillance, and recording all studio activity from GLC headquarters. Responsibilities include recording all televised drawings and reviewing studio activity from overnight.

SECURITY TECHNICIAN – The employee of the GLC responsible for the technical expertise relating to Physical Security Access Control Systems and closed-circuit television (CCTV). Responsibilities also include first echelon troubleshooting and repair of draw equipment. Serves as Draw Specialist, as needed for conducting the lottery drawings.

STANDBY AUDITOR – The employee of the draw audit firm responsible for verifying the lottery drawing(s) in the absence of the Auditor.

VISITOR – Any person present during the pre-drawing tests and/or the official drawing who is not a GLC employee or a television studio employee included in the drawing process.

PR 3.1.B.4 OPERATING PROCEDURE

a. Personnel Arrival

1. The Draw Staff will arrive at the designated television studio no later than one (1) hour before the next scheduled 5 CARD CASH drawing; the Auditor will arrive no later than one-half (1/2) hour before the next scheduled 5 CARD CASH drawing.

At a minimum, two (2) Draw Specialists and one (1) Auditor will be present in the television studio for each OLG drawing. If any individual is not able to arrive at the studio by the required time, the individual shall contact his/her supervisor immediately. In the event that any member is absent at the studio, utilize the following procedures:

Personnel Absent	Personnel Present	Action
Auditor	Draw Specialist Draw Specialist	A Draw Specialist will telephone the Primary Auditor; if no contact is made, telephone the Standby Auditor; if still no contact is made, telephone the Primary Contact of the Draw Audit Firm. The other Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist	Draw Specialist	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist	Draw Specialist Auditor	The Draw Specialist will utilize the Drawing Security Chain to contact GLC management.
Draw Specialist Draw Specialist	Auditor	The Auditor will utilize the Drawing Security Chain to contact GLC management.
Auditor Draw Specialist Draw Specialist	Television Studio Producer	The Television Studio Producer will utilize the Drawing Security Chain to contact GLC management.

2. Upon the arrival of the Auditor, the Draw Specialist will verify that the Auditor working the drawing is on the list of pre-approved Auditors who have successfully completed a background check conducted by the GLC Security Department and have attended draw training. A list of those Auditors who have successfully completed a background check will be sent to the Lottery Draw Manager by the Director of Security.
3. In the event an Auditor arrives at the studio for a drawing and is not on the list of authorized Auditors, the Draw Specialist will call the Standby Auditor and will utilize the Drawing Security Chain to contact GLC management.
4. The Draw Specialist will call the Drawing Coordinator at the GLC Data Center (404-215-5089) upon arrival at the television studio. In the event the Drawing Coordinator is unavailable, the Draw Specialist shall call the Data Center Manager or the Operations Director (See **Attachment C**). If contact cannot be made, the Draw Specialist shall utilize the Drawing Security Chain to contact GLC management.

b. Pre-Drawing Activities and Equipment Setup

1. The Draw Specialist will have the Auditor randomly select a laminated card to determine the primary and secondary computer to be utilized during the next scheduled OLG official drawing.
2. The Draw Specialist and Auditor will ensure, at all times, cell phones and other electronic communication devices are turned off during the drawing. The only exception is the designated GLC cell phone for the Draw Specialists.
3. The Auditor and the Draw Specialists are collectively responsible for ensuring the completion and verification of the paperwork designated in Chart B.3. below:

Chart B.3.
1. CHECKLIST AND CERTIFICATION FOR 5 CARD CASH DRAWING
2. DRAWING RECORD SHEET
3. DRAW INCIDENT REPORT (if necessary)
4. SAFE ACCESS LOG SHEET
5. EMERGENCY PROCEDURES

4. Approximately thirty minutes before the next scheduled OLG drawing, the Draw Specialist will unlock the safe or utilize the storage room key(s) assigned to them or located in the secured lock box located in a specified area of the studio to enter the equipment storage area. The Draw Specialist will verify the video system is operating properly by ensuring the images of the studio and storage area are present on the monitor and contact GLC Security Operations Center to verify that studio activity can be viewed in the Security Operations Center.

At no time will the door to the safe or storage equipment area be opened by anyone other than the Draw Staff, or Georgia Lottery Security, unless prior approval has been received from a member of the Drawing Security Chain.

Condition	Personnel	Action
Safe will not open	Draw Specialist(s)	Change the battery in safe keypad with batteries located in storage area. Contact the Security Technician or the Director of Security. Complete Incident Report
Key is not available for storage area (this includes the lockbox)	Draw Specialist(s)	Obtain back-up key(s) from Television Producer. Utilize the Drawing Security Chain to contact GLC management. Complete Incident Report
Security video equipment not operating	Draw Specialist	Contact the Security Technician or the Director of Security

5. The Draw Specialist(s) will access the safe located in the studio by entering the combination to verify and remove the selected draw computer.
6. The Draw Specialist will place the draw computer at the designated workspace and connect it to the assigned draw printer.
7. After the Draw Specialist(s) places the draw computer in the designated area at the workstation, the draw computer and printer will be turned on to verify it is operational.
8. The Draw Specialist(s) must agree the draw computer to be used for the drawing(s) is free of any visually obvious damage or defects that could affect the outcome of the drawing(s). If any damage or defects appear the draw computer that could affect the outcome of the drawing(s), inform the Auditor and use the backup draw computer. The Draw Specialist(s) must immediately report any maintenance or repair issues to the Draw Manager and complete a **DRAW INCIDENT REPORT**.

c. Pool Closing(s)

1. The Draw Specialist, in the presence of the Auditor, will contact, via studio and GLC telephones, the Drawing Coordinator and the Operations Personnel, to verify sales are suspended and the pools are closed. If landline telephones are not operational, the Draw Specialist(s) may use their GLC cell phones via the speaker function(s) to verify pool closing(s). The scheduled closing time of each drawing is as follows (see Chart c.1):

Chart c.1.	
Draw	Pool Closing Time
5 CARD CASH	6:30 pm

2. Once the pools are closed, the Draw Specialist will announce to the Auditor and other Draw Specialist(s) that sales are suspended for the games in which winning numbers are about to be drawn.

If the pools are not closed, do not proceed with the official drawing.

3. Once verification of the pools are closed, the Draw Specialist will record the time on the **CHECKLIST AND CERTIFICATION FOR 5 CARD CASH DRAWING**.

If the drawing is not to take place, the Draw Specialist will immediately contact the first available person on the Drawing Security Chain.

d. Official OLG Drawing

1. Ten (10) minutes prior to the drawing, the Draw Specialist will verify all drawing equipment is working properly by conducting a visual and physical inspection. If there is a problem, take the necessary steps to correct the problem if possible. If the problem cannot be resolved on the selected computer, utilize the spare computer. If the problems cannot be corrected prior to the official drawing, contact the first available person on the Drawing Security Chain and complete a **DRAW INCIDENT REPORT**.

- At the scheduled time, immediately following pool closing the official OLG drawing(s) will commence (see Chart d.2.):

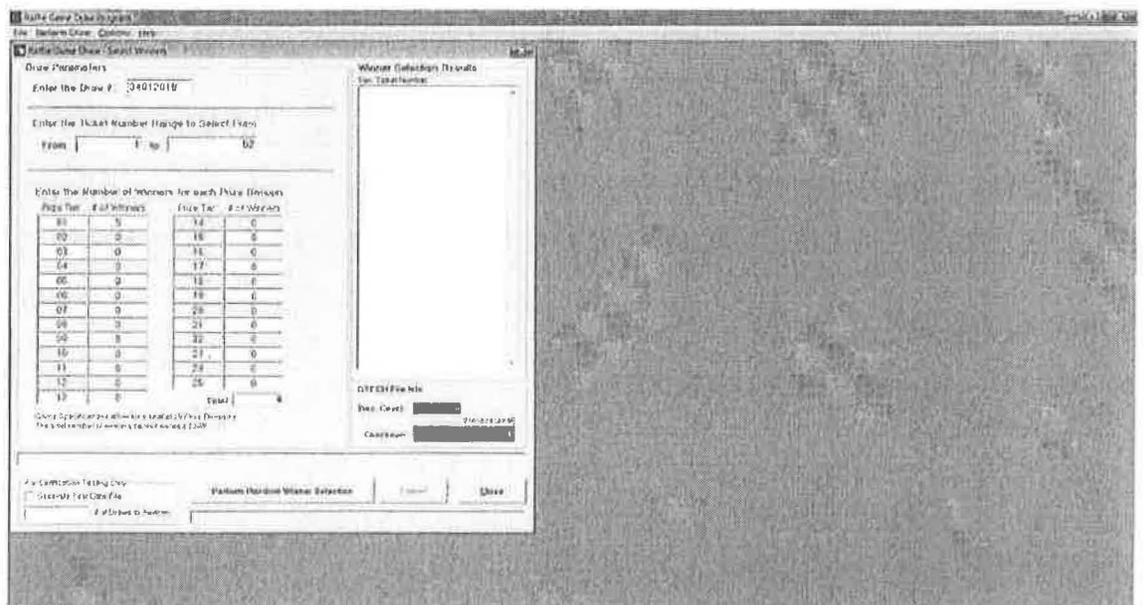
Chart d.2.	
Draw	Draw Times
5 CARD CASH	6:45 pm
Time is approximate to pool closing times	

Note: The official draw may be conducted immediately after pool closings and times are subject to change if the pools do not close at the designated times, if there is an equipment malfunction, or if there is a deviation from the draw procedures.

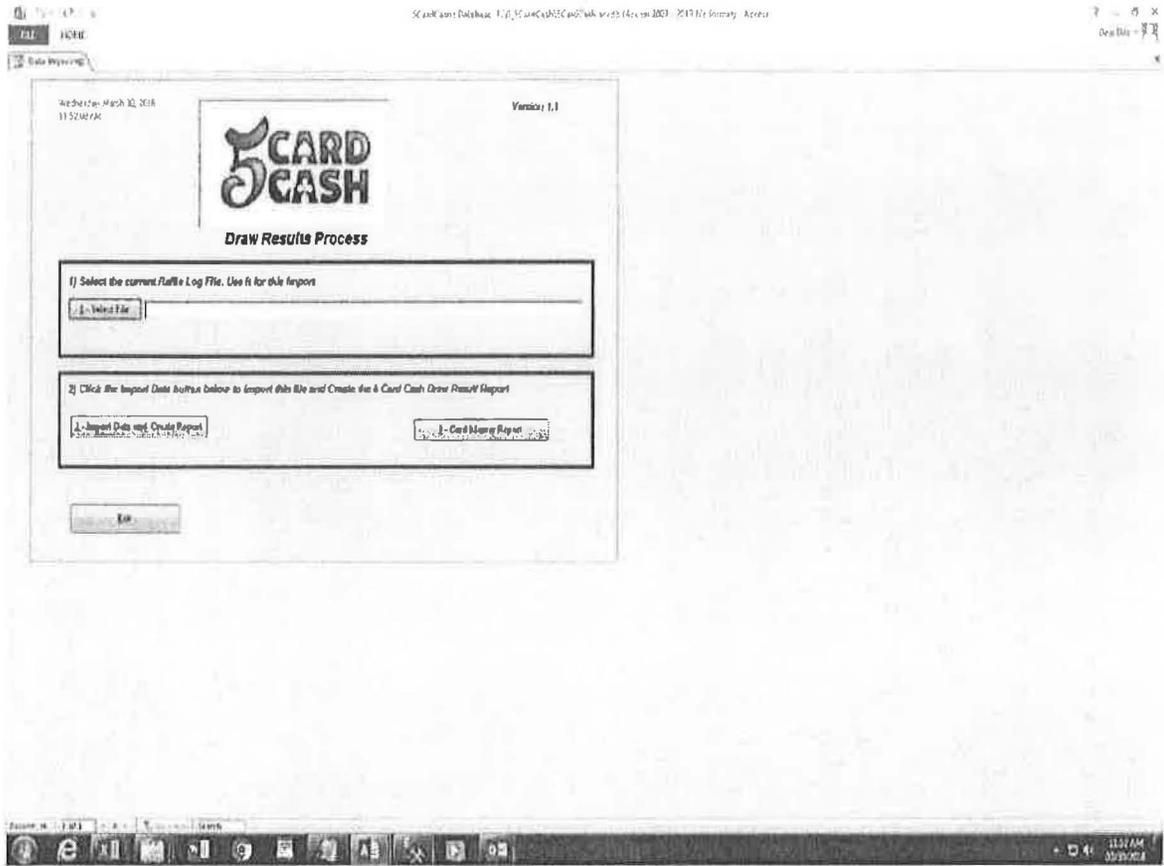
- The Auditor must be positioned in order to observe the official OLG drawing and all of the activities in order to certify the integrity and security of the official drawing.
- The Draw Specialist(s) will observe the official OLG drawing and all of the activities in order to verify to the integrity and security of the official drawing.
- A Draw Specialist will operate the draw computer in the following order at the designated draw time to initiate each drawing sequence.

The **5 CARD CASH** winning number drawing selection operates as follows:

- Open the RNG Program
- Enter the current date in **mm/dd/yyyy** format in the **Draw #** box
- Enter **52** in the ending **Ticket Number Range** box
- Enter the number **5** in the **Prize Tier 01 # of Winners** box
- Click on **Perform Random Winner Selection** button
- The RNG results will print automatically from the log file that was created



- g. Close RNG Program
- h. Open the 5 CARD CASH application
- i. Click on **"1 – Select File"** button to import RNG results
- j. Select RNG **Draw #** that was entered in RNG and corresponds to the log file
- k. Click **"2 – Import Data and Create Report"** button, the results will print automatically. (See Below)



OFFICIAL DRAW RESULTS 03/23/2016 15:44:09



Check Sum: 442
 Date Time: 03/23/2016 15:44:06
 Pool: 1 - 32
 CardID Selected: 06, 33, 50, 36, 32
 File Name: C:\5CARD RNG\LOGS\20160323_1544_d232016.txt
 User ID: ATL-SEPWRV3 \gmccreary

Draw Specialist: _____ Date: _____

Draw Auditor: _____ Date: _____

5 Card Cash Draw Report - Copyright 2016 Georgia Lottery Corporation. All rights reserved.
 CLASSIFICATION: INTERNAL USE ONLY

- I. Click "Exit" button to close the application

m. Logoff and turn computer off

6. The Draw Specialist will contact the Drawing Coordinator and the Operations Personnel with the winning numbers on the **5 CARD CASH Official Draw Results** sheet once the winning numbers are selected and the drawing has been completed.
7. The Draw Specialist will then relay to the Drawing Coordinator and the Operations Personnel, via telephone, the official winning numbers for the game and verify the checksum total is the same as the printed calculated checksum on the **5 CARD CASH Official Draw Results** sheet to verify the winning numbers recorded amongst all parties.
8. The Auditor and the Draw Specialist(s) will verify and sign all report attachments and the **5 CARD CASH Official Draw Results** sheet. The Draw Specialist will then disseminate the winning numbers to all appropriate parties.
9. In the event any drawing(s) cannot be completed, the Draw Specialist(s) will stop the process of the drawing(s) and immediately contact the first available person on the **DRAWING SECURITY CHAIN** for further instructions.
10. No winning numbers shall be released as official until the Auditor, the Draw Specialist, the Operations Personnel and the Drawing Coordinator are in agreement.
11. Once the winning numbers are verified, the Drawing Coordinator will perform dual entry with Operations Personnel via the on-line gaming system.

e. Post-Drawing Activities

1. The Draw Specialist(s) will disconnect all drawing equipment.
2. The Draw Specialist(s) will return the drawing equipment to the safe and ensure the safe is locked.
3. The Auditor and Draw Specialist are to verify and ensure all draw paperwork is completed and signed.
4. The Draw Specialist will scan and save all draw paperwork in the designated GLC network drives.
5. The Draw Specialist will submit the original paperwork of drawings to Georgia Lottery headquarters for filing in the On-Line Game Drawings filing cabinet.

f. Exceptions to Drawing Procedures

1. The Draw Specialist will submit a **DRAW INCIDENT REPORT** and copies of all draw paperwork covering any deviation from the on-line game procedures to the Draw Manager and/or Vice President of Risk and Compliance immediately following the drawing.
2. If the media contacts anyone regarding a drawing problem, refer all calls to the Vice President of Corporate Affairs.

g. Computers

1. The Georgia Lottery Corporation will assign computers in compliance with the On-Line Game Rules and Regulations. The specifications for the computers are provided by the manufacturer and are on file with the Georgia Lottery Corporation.
2. Upon receipt of new computers(s), the Draw Staff will verify that the computers are operational.
3. The Draw Manager and the VP, Risk and Compliance will ensure that the computer(s) are randomly tested by the Georgia Lottery Corporation Internal Audit Department.
4. Upon completion of the testing process, the computer(s) will be returned to the safe at the television studio.
5. A member of the Draw Staff will deliver the computer(s) to the television studio, and log the computer(s) back into the safe log and indicate in the purpose section the computer(s) were out for testing.
6. The Internal Audit department will verify the computer(s) maintain the original specifications when assigned.
7. The Auditor and the Draw Specialist(s) will review the seal log for any computer tested and returned from Georgia Lottery Corporation Headquarters for inclusion in the computer selection process.
8. The Auditor and the Draw Specialist(s) will verify the computer is secured and is listed in the seal log.

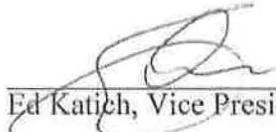
h. Draw Records

1. The paperwork for each drawing will be scanned into the Draw department shared drive and kept in the at the television studio filing cabinet for one (3) months.
2. The safe access log will be maintained in the safe at the television studio and will be transferred to GLC Headquarters on an annual basis.
3. All draw paperwork and logs will be maintained electronically on the GLC Headquarters secured storage network
4. All draw paperwork will be kept on file at GLC Headquarters for a period of :

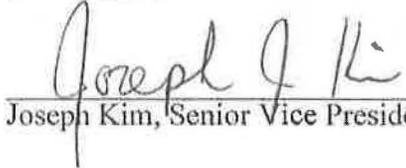
Draw reports for 5 CARD CASH = 1 year

PR 3.1.B.5 PROCEDURE APPROVAL

Approved by the GEORGIA LOTTERY CORPORATION:



Ed Katich, Vice President, Risk & Compliance



Joseph Kim, Senior Vice President & General Counsel

PR 3.1.A.6 ATTACHMENTS

- A. DRAWING SECURITY CHAIN
- B. EQUIPMENT TROUBLESHOOTING CHART
- C. EMERGENCY PROCEDURES
- D. EMERGENCY CONTACT TELEPHONE LIST