M O D I F I E D

for Release for Solicitation

California State Lottery

DAILY & SUPERLOTTO PLUS DRAW PROCEDURES

EFFECTIVE
June 9, 2021

Approved_____Date_____
       , Deputy Director
       Security and Law Enforcement Division

PURPOSE

To confirm all equipment is in proper working order and numbers are randomly selected in a manner that ensures the integrity of every draw.

SCOPE

These procedures identify the draw location, outline the roles of the staff involved in conducting the pre-tests and live draws, and specify the methods for selecting the winning numbers.

DRAW LOCATION

California Lottery draws are conducted in the Draw Room at California State Lottery (CSL) Headquarters at 700 N. 10th Street, Sacramento, CA 95811.

In the event the Headquarters Draw Room is inaccessible, draws may be conducted at the Operational Recovery site at the CSL Northern Distribution Center in West Sacramento. See **OPERATIONAL RECOVERY SITE DRAW PROCEDURES**.

If the International Game Technology (IGT) online system cannot be accessed from the Headquarters Draw Room, the Draw Coordinator may access the system from the IGT in Sacramento. IGT must authorize access for California Lottery staff to enter the building.

DRAW TEAM MEMBERS

- Draw Management Manager (DMM) Manager who oversees the functions of the California Lottery Draw Management Unit.
- Draw Coordinator (DC) analysts in the California Lottery Draw Management Unit; trained to conduct draws.
- External Audit Representative (Auditor) – employed by the contracted External Audit firm to witness and document all draws pursuant to Lottery Act section 8880.30 (b).
- IGT California Operations (IGT) – staff members located at the IGT Data Center in Austin, TX.
- Independent Designated Drawer (Designated Drawer) – the individual who presses the button on the manual drawing machine to start the live SuperLotto Plus (SLP) draw; per Lottery Act section 8880.30 (b) this person is not a Lottery employee.

> *Note: Private phone numbers for CA Lottery draw team members and External Auditors are provided to appropriate parties via the DMS phone card.*

RESERVE DRAW TEAM

The Draw Management calendar, distributed monthly, identifies the reserve draw member (listed as "backup") assigned to conduct a draw in the event the scheduled DC cannot conduct a draw for any reason. The backup will also be available to assist the DC in the event the DC has questions or would like the reserve member to be on-site during a draw. It is the DC's responsibility to contact the back-up if the DC is unable to conduct a draw or needs assistance. On days where there is no backup identified on the calendar, Draw Management Manager will respond to questions, be available to assist during a draw, or assign another DC to assist or conduct a draw.

DRAW TIMING

Draw	Draw Room Entry	Verify Draw Status (Open)	Pre-Test	Verify Draw Status (Closed)	Conduct Live Draw	Report Draw Results	Email Draw Results	Draw Room Exit
Mid-day D3	11:45am	12:00pm	12:30pm	1:00:10pm	By 1:10pm	By 1:15pm	After public website (PWS) updates	By 1:45pm*
Evening D3, D4, F5, DD	4:45pm	5:00pm	6:00pm	6:30:05pm	By 6:40pm	By 6:45pm	After PWS updates	By 8:00pm
SLP	4:45pm	5:00pm	SLP by 6:00pm; Eve draws @ 6:00pm	7:45:00pm	By 8:15pm	By 8:30pm	When appropriate	By 11:00pm**
*When a 2nd Chance or special draw is conducted along with the mid-day Daily 3 draw, the draw room may stay open past 1:45pm in order to complete the 2nd Chance/special draw. On these days, the draw room is generally closed by 2:30pm. **When the PB draw runs late (Wed & Sat nights) and share counts are not available at the normal time (by 10:00pm), it is possible the draw room may be open later than 11:00pm.								

DRAW ROOM ENTRY

DC	1.	Remove the metal seal from the Draw Room door.
DC/Auditor	2.	Gain access to the Draw Room using authorized Lottery identification badges on the card reader.
DC	3.	Verify the number on the metal seal removed from the door matches the last seal number entered in the Draw Management Log Book located inside the Draw Room. **Auditor Verifies**

If the seal numbers are not identical, and:

   a. An acceptable explanation can be determined, i.e., number transposition in the Log Book, Log Book entry omission, etc.:

     1) Correct the error and initial. **Auditor Verifies**

     2) Provide a written explanation in the comments section on the Draw Games Certification.

     3) Proceed to Step 4.

   b. An acceptable explanation cannot be determined:

     1) Immediately report the occurrence to the Draw Management Manager.

     2) Complete a Draw Anomaly/Exception Report. Distribute via e-mail to designated recipients after discussion with the Draw Management Manager.

     3) With the Draw Management Manager's approval, proceed to Step 4 following the initiation of an investigation.

  4. Complete the relevant entries in the Draw Room Entry Log Book.

Auditor 5. Verify the Log Book entries and sign the Log Book.

I. RECORDING DRAW ACTIVITY

DC 1. Log on to the digital video manager (DVM). **Auditor Verifies**

  2. Verify the DVM is recording by playing back a portion of recorded activity. **Auditor Verifies**

  3. During draw activities ensure all draw equipment is monitored by at least one video camera.

  4. Ensure all draw activity is recorded as it occurs.

> *Note: If the DVM malfunctions at any time, attempt to resolve the problem. Otherwise, contact the front guard station at 822-XXXX and notify them of the problem. The guards will then contact the appropriate staff person to resolve the issue. If the DVM cannot be immediately fixed, use the camcorder and tripod to record all draw activity (SLP pre-tests, logging onto the automatic drawing system, conducting the draws) onto a data storage device. The data storage device will then be retained with the draw documentation.*

II.   SELECTION OF DRAW EQUIPMENT AND COMPLETION OF DRAW GAMES CERTIFICATION

A random number generation (RNG) program is used to select the primary and alternate draw equipment which will be used for the draw.

DC   1.   Access the appropriate tab in the RNG program on the PC desktop to select the draw equipment to be used for the draw(s). **Auditor Verifies**

2.   Print and sign the RNG page.

Auditor   3.   Sign the RNG page.

DC   4.   Provide the auditor with a copy of the signed RNG program page and retain the original with the draw documentation.

5.   Record the draw equipment selection(s) on the Draw Games Certification. **Auditor Verifies**

6.   Complete the appropriate fields on the Draw Games Certification.

III.   VERIFICATION OF DRAW OPEN STATUS AND JACKPOT AMOUNTS

A draw summary is printed to verify draw open status for the draw(s) to be conducted.

A Jackpot Control screen is printed for Daily Derby and Fantasy 5. Jackpot amounts are referred to after the draws are completed.

DC   1.   Access the IGT Draw Summary screen for the draw(s) to be conducted.

a.   Ensure the correct draw number is displayed. If not, use the </> buttons to select the appropriate draw number, or type the draw number in the **Draw Number** field.

b.   Select **Draw Summary**

2.   Print a Draw Summary for the draw(s) to be conducted. Provide the auditor with a copy and retain a copy with the draw documentation.

3.   Verify the Draw Summary(ies) indicates the draw is open and has the correct date and draw number. **Auditor Verifies**

> *Note: If the Draw Summaries indicate draws are closed, contact IGT immediately for an explanation. See **XXIII. DRAW EXCEPTIONS AND ANOMALIES.***

4. Retain a copy of the Draw Summary(ies) with the draw documentation.

5. Access and print the appropriate Jackpot Control screen; retain copies with the draw documentation.

STEP 6 IS FOR SLP ONLY

Prior to each SLP draw, a Jackpot Authorization and/or alert is provided by the Finance Division. The Jackpot Authorization provides the next draw's jackpot amount which is referenced at the conclusion of the draw.

6. Print the Jackpot Authorization for SLP and/or alert e-mail. Provide the auditor with a copy and retain a copy with the draw documentation.

IV.   VERIFICATION OF GAMING SYSTEM STATUS

IGT   1.   Call the CSL Draw Room at **916-822-XXXX or 916-822-XXXX** to contact the DC, or,

DC   Call IGT Operations at **512-XXX-XXXX** or **512-XXX-XXXX**.

	Call Times:	Mid-day:	2:30 p.m. Central
			12:30 p.m. Pacific
		Evening:	8:00 p.m. Central
			6:00 p.m. Pacific

2. Ask IGT staff to confirm both the primary and secondary gaming systems are operational. **Auditor Verifies**

> *Note: If either or both systems are not operational, ask IGT staff for an explanation. See **XXIV. DRAW EXCEPTIONS AND ANOMALIES**.*

3. Confirm access to the IGT system.

> *ON WEDNESDAY AND SATURDAY, REFER TO XII. SETTING UP THE SLP DRAW EQUIPMENT, AND XXI. SECURING THE SLP DRAW EQUIPMENT*

V.   SETTING UP THE AUTOMATIC DRAW EQUIPMENT AND CONDUCTING THE PRE-TEST(S)

DC   1.   Ensure a camera is closely focused on the screen of the manual draw machine to be used for the draw. **Auditor Verifies**

2. Retrieve the keys from the secure location and push left power button on the selected automatic draw machine.

    > *Note*: *If necessary, refer to the automatic draw machine user Manual for detailed log-on instructions.*

3. After powering on the selected machine, ensure it audibly states, "Welcome to [machine name], RNS on line."

4. Verify both A and B RNG icons displayed are green.

5. Ensure the "Build Animation" box is checked. **Auditor Verifies**

6. Verify the date and time are correct on the lower screen. **Auditor Verifies**

7. Once the system is ready, click the [**Start New Draw Session**] button on the Draws Controls section of the automatic draw machine Control Panel.

8. Select a game set from the drop-down list. **Auditor Verifies**

9. Enter username and password, click Operator Login.

Auditor 10. Enter username and password, click Auditor Login.

DC 11. After login, click on green "Run" button.

12. Before starting the draw session and the Pre-Test, enter draw number(s) in the draw number line of the draw info box and verify the draw specs for each game are correct. **Auditor Verifies**

    The draw specs for the draws are as follows:

CA Fantasy 5	05:01-39u
CA Daily 4	04:00-09r
CA Daily 3	03:00-09r
CA Daily Derby	03:01-12u 03:00-09r

DC/Auditor 13. Initial the appropriate space on the Draw Games Certification form to indicate the draw specs were verified.

DC 14. After entering draw numbers, click the green [**Start Draw Session**] button to run Pre-Test.

> *Note: A progress brown "Animation Build Complete" bar at the bottom indicates the Pre-Test is complete.*

15. Click [**Display Results**] to see and hear the video. Verify the spoken results agree with the selected numbers. **Auditor Verifies**

> *Note: If the audio on the automatic draw machine is not working, verbally announce all draw results so they are captured on the recording system.*

16. After the pre-test draw(s) is complete, remove the check mark (✓) next to "Run Draw as Test" to run an official draw. **Auditor Verifies**

> *Note: Document pre-test details if an additional pre-test(s) are conducted for any reason; a Draw Anomaly report is required.*
>
> *If the DC clicks the [**Run LIVE (#) Draw**] button in error, automatic draw machine will conduct a live draw at this point. Because the draw has not yet closed, this is not a valid draw. In this event, let the invalid live draw proceed, print the draw results to be included with the DC's draw documentation, noting, "Not a valid draw – pools not yet closed" on the results. Reset the system so the DC and Auditor can log back on, run a test draw, then wait for pools to close before conducting the live draw. Document draw details; a Draw Anomaly/Exception report is required.*

VI.   VERIFICATION OF DRAW CLOSED STATUS AND JACKPOT AMOUNTS

A draw summary is printed to verify draw closed status for the draw(s) to be conducted.

A Jackpot Control screen is printed for SLP.

DC   1.   After draw closure, print the IGT Draw Summary(ies) for the draw(s) to be conducted. Provide the auditor with a copy(ies) and retain a copy with the draw documentation.

2.   Verify the Draw Summary(ies) indicates the draw is closed. **Auditor Verifies**

> *Note: If a Draw Summary(ies) indicates a draw is open, contact IGT immediately for an explanation. See **XXIII. DRAW EXCEPTIONS AND ANOMALIES**.*

3.   Print a Jackpot Control screen for SLP only. Provide the auditor with a copy and retain a copy with the draw documentation.

VII. CONDUCTING THE OFFICIAL DRAWS ON THE AUTOMATIC DRAW MACHINE

DC   1.   Prior to starting the official draw(s) verify the check mark (✓) next to "Run Draw as Test" is un-checked. **Auditor Verifies**

2.   Conduct the live draw(s) by clicking the green [**Run LIVE (#) Draw**] button.

> *Note: A progress brown "**Animation Build Complete**" bar at the bottom indicates the Live-Draw is complete*

3.   Click [**Display Results**] to see the video.

4.   Verify the spoken results agree with the selected numbers.

> *Note: If the audio on the automatic draw machine is not working, verbally announce all draw results loudly so the recording system can capture the sound.*

5.   Document the official draw results on the Draw Games Certification. **Auditor Verifies**

> *NOTE: (1) If the draw PC malfunctions during the draw and all numbers have been selected:*
>
> *The draw is valid only if pools have closed and both the Official Drawing Record with the draw results **AND** the Draw Activity Report can be correctly printed. If possible, download draw result files to a USB drive and print on desktop PC. If both reports cannot be printed, the draw process is not complete, and this is not a valid draw. Re-boot the automatic draw machine system, if necessary, and conduct another pre-test and another official draw. Print the Official Drawing Record with the draw results and the Draw Activity Report. If the problem cannot be resolved, use the alternate automatic draw machine to conduct the aborted draw. Complete a Draw Exception/Anomaly Report documenting the situation and provide the auditor with a copy and retain a copy with the draw documentation.*
>
> *(2) If the draw PC malfunctions during the draw and all of the numbers have not been selected:*
>
> *The numbers that have been selected are not valid. Return to the menu screen, rebooting the automatic draw machine system if necessary, and attempt to conduct a valid draw(s). If the problem cannot be resolved, use the alternate automatic draw machine to conduct the aborted draw. Complete a Draw Anomaly/Exception Report documenting the situation*

and provide the auditor with a copy and retain a copy with the draw documentation.

(3) If both of the automatic draw machines malfunction, see XXVII. EMERGENCY OFF-SITE DRAWS.

	6.	Under the "**System Controls**" area, click the "**Print Activity Log**" button to print the activity log and click the "**Display Draw .pdf Report**" button, to print the "Official Drawing Record."
DC/Auditor	7.	Verify the date, official draw results, automatic draw machine and draw number(s) are correct; sign the Official Drawing Record.

> **Note**: Automatic draw machine number is the last digit on the *automatic draw machine* serial number located at the top left of Official Drawing Record form.

DC	8.	Power off the automatic draw machine by clicking the [**Shut Down**] button then click "Yes" when the option appears.
	9.	Lock the automatic draw machine and return the keys to the secure location. **Auditor Verifies**
	10.	Make two copies of the Official Drawing Record and the Activity Log.
	11.	Provide the auditor with one copy, keep one copy for distribution to the Internal Audits Office, and retain the original with the draw documentation.

VIII. ENTRY AND VERIFICATION OF THE OFFICIAL DRAW RESULTS AND VERIFICATION OF THE NEXT SLP JACKPOT AMOUNT

DC	1.	Call IGT at **512-XXX-XXXX** using speakerphone.
	2.	Referring to the Draw Games Certification, provide IGT with the official draw results. **Auditor Verifies**
IGT	3.	Repeat the official draw results back to the DC.
DC	4.	Verify IGT responds with the correct draw results. **Auditor Verifies**
IGT	5.	Enter the official draw results on the IGT **Enter Winning Numbers** screen. Inform the DC when entry is complete.

Draw Results Entered will display.

DC   6.   Enter and confirm the official draw results on the IGT **Verify Winning Numbers** screen and click **VERIFY NUMBERS**.

"Success: Winning Numbers are Verified" will display.

> *Note: If the official draw results have been entered incorrectly, click on **Clear** before clicking on the **Submit** button and re-enter the draw results. If the message **"Status of Draw # => Entry of 'Winning Results' DID NOT VERIFY** appears, both IGT and the DC must re-enter the official draw results.*

        7.   Inform IGT the draw results have been verified.

        8.   When the status field on the Draw Summaries indicates "Share Values Final," confirm IGT has no exceptions. **Auditor Verifies**

          STEPS 9 - 12 ARE FOR SLP JACKPOT ONLY:

        9.   Referring to the Jackpot Authorization, confirm with IGT the estimated jackpot and cash value amounts for the next draw. **Auditor Verifies**

IGT   10.   Enter the estimated jackpot and cash value amounts for the next draw. Inform the DC when the entry is complete.

DC   11.   Verify the estimated jackpot and cash value amounts for the next draw are correct. **Auditor Verifies**

        12.   Print a Jackpot Control screen showing the new jackpot and cash value amounts. Provide the auditor with a copy and retain a copy with the draw documentation.

        13.   Print a "Share Values Final" Draw Summary. Provide the auditor with a copy and retain a copy with the draw documentation.

        14.   Verify the following:

          a.   The winning numbers are indicated in the "Winning Numbers" field. **Auditor Verifies**

          b.   "Share Values Final" is indicated in the Draw Status field. **Auditor Verifies**

        15.   Receive a Big Winner Report via e-mail from IGT for Fantasy 5, Daily Derby, and SuperLotto Plus.

          a.   Print the report if there is a jackpot winner(s) for Fantasy 5 and/or Daily Derby, and/or SLP if there is a 5/5 or 5/5+ Mega winner(s).

Provide the auditor with a copy and retain a copy with the draw documentation.

b. Refer to this report to obtain the city(ies) where winning tickets were sold, if any, for inclusion in the daily draw results e-mail. See **XII. E-MAILING DRAW INFORMATION**.

IX. VERIFYING THE PUBLIC WEBSITE AND MOBILE APPLICATION

DC 1. Access the California Lottery's Public Website (PWS) to verify the draw results, prize amounts, and winning city (ies), for Fantasy Five and SuperLotto Plus only (refer to IGT's previous Big Winner e-mail), have updated correctly. Print page; provide auditor with a copy and retain a copy with the draw documentation. *Auditor Verifies*

> *Note: Daily Derby grand prize-winning city information does not post to the website.*
> *Additionally: If there is a SLP jackpot winner, the 5/5+Mega Online Total on the Share Values Final summary will reflect the annuitized cash prize amount not the guaranteed jackpot amount.*
> *<u>CSL only verifies guaranteed jackpot amount, not the annuitized cash prize amount.</u>*

If the website does not update or the information is not correct, contact the responsible parties to inform them of PWS status. A Draw Anomaly/Exception Report is required if the website is not accurate by the time the entire draw process is complete.

2. Access the California Lottery's mobile app to verify the draw results and prize amounts have updated and are correct. *Auditor Verifies*

If the mobile application does not update or the information is not correct, contact the responsible parties to inform them of application status. A Draw Anomaly/Exception Report is required if the mobile application is not accurate by the time the entire draw process is complete.

DC/Auditor 3. Initial the appropriate box(s) on the Draw Certification form to indicate verification of the PWS and mobile app.

X. E-MAILING DRAW INFORMATION

DC 1. Access the appropriate draw results Excel template and enter the appropriate information.

If there is a Daily Derby or Fantasy 5 winner(s), enter top prize amount instead of estimated jackpot amount.

2.   Copy and paste the completed template onto a blank e-mail message and send to designated recipients.

XI.   SETTING UP THE SLP DRAW EQUIPMENT

DC   1.   As determined by the RNG draw equipment selection process, inspect the selected SuperLotto and Mega draw machines. Ensure the access doors at the back of each machine are closed and locked. **Auditor Verifies**

2.   Ensure that A/S switch is properly selected. Ensure the "Number of Balls Selected" control on the SuperLotto draw machine is set to "5" and the control on the Mega draw machine is set to "1." **Auditor Verifies**

3.   Ensure the "Time Between Selections" controls on the SuperLotto and Mega machines are set to 5 seconds.

4.   Ensure the "Mix Time" controls on the SuperLotto and Mega machines are set to 3 seconds.

5.   Ensure the game mode control is set to the specified mode on both the SuperLotto machine and the Mega machine. **Auditor Verifies**

6.   Move the selected draw machines into their designated positions. **Auditor Verifies**

7.   Connect each draw machine to a UPS (uninterruptable power source) outlet and ensure the remote-control console cables are correctly connected to the machines. **Auditor Verifies**

8.   Ensure the mixing chamber doors are closed and secure. The machine's green light will not illuminate unless both doors are closed.

9.   Ensure the power key is turned to the "ON" position, as indicated by a green light. **Auditor Verifies**

10.   Press the "RESET" button. An illuminated red light in the button will indicate it has been reset. **Auditor Verifies**

> *Note: If the red light does not light when the "RESET" button is pressed, ensure the mixing chamber doors are closed and secure and the "EMERGENCY STOP" button on the control panel is not depressed. If the "EMERGENCY STOP" button is depressed, press and turn clockwise to unlock.*

11. Retrieve the appropriate SuperLotto and Mega ball sets, as determined by the RNG draw equipment selection process.

12. Remove the seals from the ball set cases and verify each seal number matches the last seal number entry in the corresponding Draw Management Log Book. **Auditor Verifies**

13. Complete the relevant entries in the Log Book. **Auditor Verifies**

Auditor 14. Sign the Log Book.

DC 15. According to the following serpentine configuration, load the set of SLP balls in the SuperLotto draw machine ball rack. **Auditor Verifies**

1	12	13	24	25	36	37	
2	11	14	23	26	35	38	47
3	10	15	22	27	34	39	46
4	9	16	21	28	33	40	45
5	8	17	20	29	32	41	44
6	7	18	19	30	31	42	43

16. According to the following serpentine configuration, load the set of Mega balls in the Mega draw machine ball rack. **Auditor Verifies**

1	8	9					
2	7	10	15	16	21	22	27
3	6	11	14	17	20	23	26
4	5	12	13	18	19	24	25

> *Note*: *If the manual draw machines are inoperable or unavailable, proceed with using the automatic draw machine for the SLP draw. Only one pre-test is necessary, as the draw is automated. The automatic draw machine steps are outlined in step XVI. A Draw Exception is necessary.*

XII.   SLP TEST DRAWS AND ANALYSIS OF RESULTS

DC 1. Conduct two test draws on each machine:

   a. Verify the balls mix for at least three seconds. **Auditor Verifies**

   b. Verbally announce the selected balls and record the selections on the Draw Games Certification. **Auditor Verifies**

> *Note:* *For evaluation purposes, only the white SLP balls are considered.*
> *If between the two test draws four selected numbers are repeated,*
> *conduct a re-test.*

EXAMPLE 1 – the numbers drawn are:

| **Pretest 1:** | 6 | <u>14</u> | <u>27</u> | 33 | 42 | Mega 8 |
| **Pretest 2:** | <u>14</u> | 8 | 9 | 19 | <u>27</u> | Mega 27 |

Only two <u>white</u> balls have repeated (Mega ball not included in
evaluation), **an additional retest is NOT required**

EXAMPLE 2 – the numbers drawn are:

| **Pretest 1:** | <u>6</u> | <u>14</u> | <u>27</u> | <u>33</u> | 8 | Mega 8 |
| **Pretest 2:** | <u>14</u> | <u>33</u> | <u>6</u> | 19 | <u>27</u> | Mega 27 |

Four <u>white</u> balls have repeated (Mega ball not included in
evaluation), **an additional retest IS required.**

If one or more balls remain in a ball rack upon release of the balls
into the mixing chamber, any balls selected from that ball set are
invalid. Attempt to determine and correct the problem.

> *If the problem can be resolved, return all of the balls to*
> *the ball rack in the proper serpentine order and start the*
> *pre-draw test over. Mega ball selected is valid.*

If a draw machine malfunctions after all of the balls have been
released into the mixing chamber, any balls selected from that ball
set prior to the malfunction are valid. Attempt to determine and
correct the problem.

> *If the problem can be resolved, complete the test, drawing*
> *only from those balls remaining in the mixing chamber*
> *when the malfunction occurs. Mega ball selected is*
> *valid.*

If the problem cannot be corrected, replace the malfunctioning
machine with the remaining (alternate) draw machine. Mega ball
selected is valid.

> *Record the alternate machine designation on the Draw*
> *Games Certification form. Conduct and analyze test*
> *draws according to standard procedure before*
> *conducting the actual draw.*

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See XXIII. DRAW EXCEPTIONS AND ANOMALIES

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2. Obtain a close-up camera view of each test draw with the selected balls in the selection chutes. **Auditor Verifies**

3. Compare the results of the two test draws. **Auditor Verifies**

   a. If no more than three balls repeat, no further testing is required.

   b. If four or more balls repeat, conduct a re-test:

      1) If, after the re-test, no more than one ball repeats, no additional testing is required.

      2) If, after the re-test, two or more balls repeat, white ball set should be replaced with next chronological ball set.

         a) Conduct two test draws with the alternate SuperLotto and Mega ball sets.

         b) Repeat the analysis process above.

         c) Complete a Draw Anomaly Report to document the situation. See **XXIII. DRAW EXCEPTIONS AND ANOMALIES.**

   > *Note: The failed ball sets are to be considered unavailable for selection in future draws until an investigation has been completed. If the investigation indicates failure was due to coincidental repetition, rather than an abnormality or tampering, the balls may be made available for selection in future draws.*

XIII. PREPARATION FOR THE OFFICIAL SLP DRAW

DC 1. Ensure the power key is turned to "ON" as indicated by a green light. **Auditor Verifies**

   2. Ensure the mixing chamber doors are closed and secure.

   3. Press the "RESET" button. A red light in the button will indicate it has been depressed. **Auditor Verifies**

> *Note: If the red light does not light when the "RESET" button is pressed, ensure the mixing chamber doors are closed and secure and the "EMERGENCY STOP" button on the control panel is not depressed. If the "EMERGENCY STOP" button is depressed, press and turn it clockwise to unlock.*

4. Sort the balls in each ball set in serpentine order and return them to their respective ball racks (refer to chart on page 13). **Auditor Verifies**

5. Verify the following before the actual draw:

    a. The power key on each machine is turned to "ON" as indicated by a green light. **Auditor Verifies**

    b. The "RESET" button on each machine has been pressed, as indicated by a red light. **Auditor Verifies**

    c. The mixing chamber doors on each machine are closed and secure.

XIV. VERIFICATION OF SLP DRAW CLOSED STATUS AND JACKPOT AMOUNT

*See **SECTION VII***

XV. CONDUCTING THE OFFICIAL SUPERLOTTO PLUS DRAW

DC 1. Ensure an Independent Designated Drawer form is completed for the designated drawer.

> *Note: A completed Independent Designator Drawer form may be kept on file for an individual who performs this function on a regular basis.*

Designated Drawer 2. Push START to release the SuperLotto and Mega balls into the mixing chambers of their respective machines starting the mixing and selection cycles.

DC 3. Verify all balls in the loading racks are released into the mixing chambers and mixed for at least three seconds before the selection cycle starts. **Auditor Verifies**

If one or more balls remain in a ball rack upon release of the balls into the mixing chamber, any balls selected from that ball set are invalid. Attempt to determine and correct the problem.

If the problem can be resolved, return all of the balls to the ball rack in the proper serpentine order and start the draw over.

If a draw machine malfunctions after all of the balls have been released into the mixing chamber, any balls selected from that ball set prior to the malfunction are valid. Attempt to determine and correct the problem.

Complete the draw with the balls remaining in the mixing chamber.
If the problem cannot be corrected, replace the malfunctioning machine with the alternate draw machine:

> *Record the alternate machine designation on the Draw Games Certification. Conduct and analyze the test draws according to standard procedure before conducting the actual draw.*

> *Note: Complete a Draw Anomaly Report. Distribute via e-mail to designated recipients.*

4.   Announce the official SLP draw results.

5.   Record the official SLP draw results on the Draw Games Certification. **Auditor Verifies**

6.   Obtain a close-up camera view of the official SLP numbers selected while in the selection chutes. **Auditor Verifies**

XVI.   SETTING UP THE SLP AUTOMATIC DRAW EQUIPMENT AND CONDUCTING THE PRE-TEST(S)

DC   1.   Ensure a camera is closely focused on the screen of the automatic draw machine to be used for the draw. **Auditor Verifies**

> *Note: If necessary, refer to the automatic draw machine User Manual for detailed log-on instructions.*

2.   After powering on the selected machine, ensure it audibly states, "Welcome to [machine name], RNS on line."

3.   Verify both A and B RNG icons displayed are green.

4.   Ensure the "Build Animation" box is checked. **Auditor Verifies**

4.   Verify the date and time are correct on the lower screen. **Auditor Verifies**

5.   Once the system is ready, click the [**Start New Draw Session**] button on the Draws Controls section of the automatic draw machine Control Panel.

6. Select a SuperLotto Plus set from the drop-down list. **Auditor Verifies**

7. Enter username and password, click Operator Login.

Auditor 8. Enter username and password, click Auditor Login.

DC 9. After login, click on green "Run" button.

10. Before starting the draw session and the Pre-Test, enter draw number(s) in the draw number line of the draw info box and verify the draw specs for each game are correct. **Auditor Verifies**

The draw specs for the draws are as follows:

SuperLotto Plus 05:01-47u 01:01-27u

DC/Auditor 11. Initial the appropriate space on the Draw Games Certification form to indicate the draw specs were verified.

DC 12. After entering draw numbers, click the green [**Start Draw Session**] button to run Pre-Test.

> *Note: A progress brown "**Animation Build Complete**" bar at the bottom indicates the Pre-Test is complete.*

13. Click [**Display Results**] to see and hear the video. Verify the spoken results agree with the selected numbers. **Auditor Verifies**

14. Document the pre-test results on the Draw Games Certification.

> *Note: If the audio on the automatic draw machine is not working, verbally announce all draw results so they are captured on the recording system.*

15. After the pre-test draw(s) is complete, remove the check mark (✓) next to "Run Draw as Test" to run an official draw. **Auditor Verifies**

> *Note:* Document pre-test details if an additional pre-test(s) are conducted for any reason; a Draw Anomaly report is required.
>
> *If the DC clicks the [**Run LIVE (#) Draw**] button in error, the automatic draw machine will conduct a live draw at this point. Because the draw has not yet closed, this is not a valid draw. In this event, let the invalid live draw proceed, print the draw results to be included with the DC's draw documentation, noting, "Not a valid draw – pools not yet closed" on the results. Reset the system so the DC and Auditor can log back on, run a test draw, then wait for pools to close before conducting the live draw. Document draw details; a Draw Anomaly/Exception report is required.*

XVII. CONDUCTING THE OFFICIAL DRAWS ON THE AUTOMATIC DRAW MACHINE

DC

1. Prior to starting the official draw(s) verify the check mark (✓) next to "Run Draw as Test" is un-checked. **Auditor Verifies**

2. Conduct the live draw(s) by clicking the green [**Run LIVE (#) Draw**] button.

   > *Note: A progress brown "**Animation Build Complete**" bar at the bottom indicates the Live-Draw is complete*

3. Click [**Display Results**] to see the video.

4. Verify the spoken results agree with the selected numbers.

5. Document the Live test results on the Draw Games Certification.

   > *Note: If the audio on the automatic draw machine is not working, verbally announce all draw results loudly so the recording system can capture the sound.*

6. Document the official draw results on the Draw Games Certification. **Auditor Verifies**

   > *NOTE: (1) If the draw PC malfunctions during the draw and all numbers have been selected:*
   >
   > *The draw is valid only if pools have closed and both the Official Drawing Record with the draw results **AND** the Draw Activity Report can be correctly printed. If possible, download draw result files to a USB drive and print on desktop PC. If both reports cannot be printed, the draw process is not complete, and this is **not** a valid draw. Re-boot the automatic draw machine system, if necessary, and conduct another*

pre-test and another official draw. Print the Official Drawing Record with the draw results and the Draw Activity Report. If the problem cannot be resolved, use the alternate automatic draw machine to conduct the aborted draw. Complete a Draw Exception/Anomaly Report documenting the situation and provide the auditor with a copy and retain a copy with the draw documentation.

(2) If the draw PC malfunctions during the draw and all of the numbers have not been selected:

The numbers that have been selected are not valid. Return to the menu screen, rebooting the automatic draw system if necessary, and attempt to conduct a valid draw(s). If the problem cannot be resolved, use the alternate automatic draw machine to conduct the aborted draw. Complete a Draw Anomaly/Exception Report documenting the situation and provide the auditor with a copy and retain a copy with the draw documentation.

(3) If both of the automatic draw machines malfunction, see XXVII. EMERGENCY OFF-SITE DRAWS.

7. Under the "**System Controls**" area, click the "**Print Activity Log**" button to print the activity log and click the "**Display Draw .pdf Report**" button, to print the "Official Drawing Record."

DC/Auditor 8. Verify the date, official draw results, automatic draw machine and draw number(s) are correct; sign the Official Drawing Record.

Note: Automatic draw machine number is the last digit on the automatic draw machine serial number located at the top left of Official Drawing Record form.

DC   9.
Power off the automatic draw machine by clicking the [**Shut Down**] button then click "Yes" when the option appears.

10. Lock the automatic draw machine and return the keys to the secure location**. Auditor Verifies**

11. Make two copies of the Official Drawing Record and the Activity Log.

12. Provide the auditor with one copy, keep one copy for distribution to the Internal Audits Office, and retain the original with the draw documentation.

Note: Proceed to step XIX.

XVIII. ENTRY ANDVERIFICATION OF SLP DRAW RESULTS ON THE IGT
SYSTEM AND VERIFICATION OF THE NEXT SLP JACKPOT AMOUNT

*See **SECTION IX***

XIX. **VERIFYING THE PUBLIC WEBSITE AND MOBILE APPLICATION**

*See **SECTION X***

XX. **E-MAILING DRAW INFORMATION**

*See **SECTION XI***

XXI. **SECURING THE SUPERLOTTO PLUS DRAW EQUIPMENT**

DC | 1. | Sort the balls and place in numeric sequence in their respective boxes. **Auditor Verifies**

| | 2. | Seal each box and return it to its designated location in the Draw Room. **Auditor Verifies**

| | 3. | Complete relevant entries in the Draw Management Log Book for each ball set. **Auditor Verifies**

Auditor | 4. | Verify the Log Book entries and initial the Log Book.

| | 5. | The Criterion drawing machines may be left in place in the secured draw room following the draw.

XXII. **COMPLETION OF THE DRAW GAMES CERTIFICATION**

DC | 1. | Enter the exit time and seal number. **Auditor Verifies**

DC/Auditor | 2. | Sign the Draw Games Certification.

DC | 3. | Distribute copies to the auditor and the Internal Audits Office.

XXIII.DRAW ROOM EXIT

DC | 1. | Log off the DVM and turn off monitor.

| | 2. | Complete the exit information in the Draw Management Log Book.

Auditor | 3. | Verify the entries and initial the Log Book.

DC/Auditor   4.   Exit the Draw Room.

DC   5.   Seal the door with the numbered seal indicated in the Log Book.

DC/Auditor   6.   Verify the door is locked and the seal is secure.

XIV.   DRAW EXCEPTIONS AND ANOMALIES

A draw exception is any occurrence prior to, during, or after a draw that prohibits the proper completion of draw procedures or the final result of the draw. A Draw Anomaly is an unusual occurrence prior to, during, or after a draw that deviates from normal draw activity or normal system operation but does not prohibit the completion of draw procedures or the result of a draw. No specific course of action can be prescribed since every incident is potentially unique. **In the event an exception or anomaly occurs, contact the Draw Management Manager (DMM) and/or designee immediately.** Following the occurrence, complete a Draw Exception/Anomaly Report, and distribute via e-mail to designated recipients.

XXV.   EMERGENCY DRAW ROOM ACCESS

DMS and independent audit staff have access to "half keys" which form a single key when combined to open the door to the Draw Room if the card readers are inoperable. See section **XXIII. DRAW EXCEPTIONS AND ANOMALIES.**

XXVI.   EMERGENCY IGT ACCESS

If the IGT system cannot be accessed from the Draw Room, the DC may be able to access the system from the IGT office located in Sacramento. Contact IGT Operations staff in Austin at 512-XXX-XXXX regarding system availability. They will contact IGT Sacramento staff to grant access. See **XXIII. DRAW EXCEPTIONS AND ANOMALIES.**

XXVII.   EMERGENCY OFF-SITE DRAWS

If it is not possible to conduct draws at Lottery Headquarters for any reason, any scheduled draw(s) may be conducted in the back-up draw room at the Operational Recovery (OR) Site, located at the California State Lottery's Northern Distribution Center, in West Sacramento. The telephone numbers at the OR Site are:

916-XXX-XXXX (Draw Staff) DMS Analog Cordless 916-XXX-XXXX
916-XXX-XXXX (Distribution Center)
916-XXX-XXXX (fax)

Off-site draws shall be conducted in accordance with **OPERATIONAL RECOVERY SITE DRAW PROCEDURES.**