Agenda

1. OVERVIEW OF THE CLEARINGHOUSE
   About the Congressional mandate and what it means

2. USING THE CLEARINGHOUSE
   Required actions users must take once the Clearinghouse is operational

3. REPORTING VIOLATIONS
   Violations reported to the Clearinghouse

4. REPORTING RETURN-TO-DUTY (RTD) INFORMATION
   Return-to-Duty information reported to the Clearinghouse

5. COMMON ISSUES
   Common issues users are experiencing

6. NEXT STEPS & MORE INFORMATION
   How you can prepare for implementation, learn more, and get technical support
Overview of the Clearinghouse
The FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse

Database containing CDL/CLP drivers’ drug and alcohol violation information

- Reported by employers and medical review officers (e.g., positive tests, refusals, etc.)
- Includes whether a driver has successfully completed the mandatory return-to-duty (RTD) process following a violation

Clearinghouse information is not available to general public

- Only authorized users will be able to access the Clearinghouse for designated purposes
- Other enforcement agencies, such as State Driver’s Licensing Agencies and State law enforcement agencies, will receive only driver eligibility status (i.e., Prohibited/Not Prohibited)
- Drivers can access their own information, but not information of other drivers
The Clearinghouse Final Rule

- Mandated by Congress (MAP-21, Section 32402)
- Published December 5, 2016
- Established requirements for the Clearinghouse
- Identified January 6, 2020 as the Clearinghouse implementation date

Read the Clearinghouse final rule at:
Increasing safety on our Nation’s roadways

Real-time access to reported violation information for select registered users

Easier for employers to meet pre-employment investigation and reporting obligations

More difficult for drivers to conceal drug and alcohol violations from employers

More insight into employer compliance with drug and alcohol testing rules

Safer Roadways
Using the Clearinghouse
Who is required to use the Clearinghouse?

- Drivers who hold commercial driver’s licenses (CDLs) or commercial learner’s permits (CLPs)*
- Employers of CDL drivers who operate commercial motor vehicles (CMVs)
- Consortia/third-party administrations (C/TPAs)
- Medical review officers (MROs)
- Substance abuse professionals (SAPs)

Learn more about the specific actions each user can take at:


*who need to respond to employer consent requests
Employers and Consortia/Third-Party Administrators (C/TPAs)

Employers and designated C/TPAs will complete the following actions in the Clearinghouse:

1. **Register** as a user and **invite Assistants** to enter violation information or conduct queries on their behalf

2. **Request** specific consent from a driver to conduct a full query (includes pre-employment queries)

3. **Query** all prospective employees, and all current employees at least annually, who meet the definition of a CDL driver

4. **Report** the following:
   - Certain drug and alcohol program violations
   - Negative return-to-duty (RTD) alcohol and/or controlled substances test results
   - Successful completion of a driver’s follow-up testing plan
Owner-Operators

Owner-operators must complete the following actions in the Clearinghouse:

1. **Register** as an employer or driver
   - If operating under their own authority, an owner-operator must register as an employer and fulfill all employer requirements
   - If operating under someone else’s authority, an owner-operator must register as a driver

2. **Input** CDL information (optional)
   - Needed to respond to consent requests from a C/TPA

3. **Designate** C/TPA(s) if registered as an employer
   - Indicate which action(s) the C/TPA(s) will take on your behalf

   • An **owner-operator** is a business owner who employs himself or herself as a CDL driver. This is typically a single-driver operation.
   • Owner-operators operating under their own authority must comply with all the Clearinghouse requirements for both employer and drivers.
CDL Drivers

Drivers may need to complete the following actions in the Clearinghouse:

1. **Register** as a user*
   *Drivers only need to register for the Clearinghouse to complete the actions below.

2. **Respond** to a consent request for a full query from a current/potential employer, including all pre-employment queries
   
   Failure to provide consent to such a request will result in the driver being prohibited from performing safety-sensitive functions (including operating a CMV) for that employer, in accordance with 49 CFR 382.703(c).

3. **Review** his or her Clearinghouse record

4. **Designate** a substance abuse professional (SAP) in the Clearinghouse
Medical Review Officers (MROs) and Substance Abuse Professionals (SAPs)

- **MROs:**
  1. **WORK** for MRO company(ies), or self-employed
  2. **REGISTER** for the Clearinghouse and self-certify qualifications
  3. **ENTER** drug violation information into the Clearinghouse
  4. **INVITE** MRO Assistant(s) to enter violation information on their behalf

  All **Assistants** must be invited to register in the Clearinghouse.

- **SAPs:**
  1. **WORK** for SAP company(ies), or self-employed
  2. **REGISTER** for the Clearinghouse and self-certify qualifications
  3. **ENTER** RTD information into the Clearinghouse (date initial assessment completed, date driver eligible for RTD test)
  4. **INVITE** SAP Assistant(s) to enter RTD information on their behalf

**Driver** must designate the SAP in the Clearinghouse before the SAP may enter RTD information about the driver in the Clearinghouse.
Queries and Consent Requests
# Consent Requirements Based on Type of Query

<table>
<thead>
<tr>
<th>When is this query required?</th>
<th>How is consent provided?</th>
<th>For how long is consent effective?</th>
<th>What action is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LIMITED QUERY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| Annual check on currently-employed driver | General consent, done outside the Clearinghouse | Limited consent form must specify time range | Consent refused  
  - Query cannot be conducted  
  - Driver removed from safety-sensitive functions  
  Consent provided  
  - Retain via paper or electronically in driver’s qualification file  
  - Request limited query in the Clearinghouse |
| Ad hoc/periodic check on driver | May be electronic or wet signature, one time or unlimited | | |
| **FULL QUERY**             |                          |                                   |                         |
| Pre-employment check on prospective driver | Specific consent, provided electronically within the Clearinghouse | For each full query of an individual driver | Consent refused  
  - Employer notified of refused consent  
  - Query cannot be conducted  
  - Driver cannot perform/removed from safety-sensitive functions  
  Consent provided  
  - Query conducted  
  - Violation details released, including RTD status  
  - If queried driver has violation and no negative RTD test result, driver removed from safety-sensitive functions |
| Limited query returned records for queried driver | | | |
| Ad hoc/ periodic check on driver | | | |
Query Plans

**UNLIMITED QUERY PLAN**

$24,500
One annual payment

Expires 12 months after date of purchase*

*Note: Unlimited query plans purchased prior to January 6, 2020 will go into effect on January 6, and will expire on January 5, 2021.

[Continue to Pay.gov]

**INDIVIDUAL QUERY PLAN**

$1.25
Flat per query rate (limited or full)

Queries never expire.

[Select Plan Size]

[Continue to Pay.gov]

<table>
<thead>
<tr>
<th>Plan Size</th>
<th>Plan Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$1.25</td>
</tr>
<tr>
<td>2</td>
<td>$2.50</td>
</tr>
<tr>
<td>3</td>
<td>$3.75</td>
</tr>
<tr>
<td>4</td>
<td>$5.00</td>
</tr>
<tr>
<td>5</td>
<td>$6.25</td>
</tr>
<tr>
<td>10</td>
<td>$12.50</td>
</tr>
<tr>
<td>20</td>
<td>$25.00</td>
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<tr>
<td>50</td>
<td>$62.50</td>
</tr>
<tr>
<td>100</td>
<td>$125.00</td>
</tr>
<tr>
<td>150</td>
<td>$187.50</td>
</tr>
<tr>
<td>200</td>
<td>$250.00</td>
</tr>
<tr>
<td>300</td>
<td>$375.00</td>
</tr>
<tr>
<td>500</td>
<td>$625.00</td>
</tr>
<tr>
<td>1,000</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>1,500</td>
<td>$1,875.00</td>
</tr>
<tr>
<td>2,000</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>2,500</td>
<td>$3,125.00</td>
</tr>
<tr>
<td>5,000</td>
<td>$6,250.00</td>
</tr>
<tr>
<td>7,500</td>
<td>$9,375.00</td>
</tr>
</tbody>
</table>

You will be directed to Pay.gov to process your payment.
Query Plans

Query Plan Summary

QUERY SUMMARY

Queries Conducted:
In the past 12 months: 0

Queries Pending: 8

Query Balance: 9,773 remaining

Transaction History

<table>
<thead>
<tr>
<th>Purchase Date</th>
<th>Purchased By</th>
<th>Plan Purchased</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/6/2019</td>
<td>11:26 AM</td>
<td><a href="mailto:Sample-Employer@example.com">Sample-Employer@example.com</a></td>
<td>5 Query Plan</td>
</tr>
</tbody>
</table>
Conduct Query – Enter Driver Information

- Driver Information
  - Driver's name, date of birth, and CDL number and state/country of issuance
  - Information will be verified against FMCSA systems
    - Employer or C/TPA will have two attempts to enter the driver’s information correctly
    - If the information cannot be validated, the query can not be conducted
A sample limited consent form is available in the file share pod and in the Clearinghouse Learning Center.
Conduct Query – Limited Query

- Click **Conduct Query** to proceed with the limited query
  - One query will be deducted from the employer’s Query Balance
“Record(s) Found” is not a notification that a queried driver is prohibited from performing safety-sensitive functions. The full query is needed to determine the driver’s eligibility status.
Conduct Query – Send Consent Request (Full Query)

- Full Query
  Must obtain electronic consent, then log in to Clearinghouse to view results

Request Driver Consent
Before FMCSA can release to you detailed information from the driver’s Clearinghouse record, you must obtain the driver’s electronic consent in the Clearinghouse.

To obtain the driver’s electronic consent, click “Send Consent Request” below.

One query will be deducted from your Query Balance once the consent request has been sent. If the driver refuses his or her consent, your Query Balance will be credited.

Consent Requested
The consent request has been sent.
You will receive a notification email once the driver has responded to the consent request.
You can check the status of the consent request on your Queries page.

Note: The driver must be registered in the Clearinghouse to respond to this consent request.
If this driver is not registered in the Clearinghouse, he or she will receive a letter via United States Postal Service (allow 1-2 weeks for delivery) advising him or her to register in the Clearinghouse to respond to this consent request.
To avoid delays, encourage the driver to register in the Clearinghouse and respond to this request.

Previous Send Consent Request Cancel

Conduct Another Query
Drivers Responds to Consent Request in the Clearinghouse

- Drivers will log in to the Clearinghouse to respond to a consent request
  - Query consent requests will be displayed on the Driver Dashboard
Employer Query Results – Full Query

John Smith (US-MA-1234567)
Sample-Employer
Result: Prohibited | Status: Completed (1/9/2020 3:32:24 PM)
Conducted By: Sample-Employer@example.com | Query Type: LimitedToFull | Source: Website

Driver Information
Name: John Smith
Date of Birth: 5/3/1990
CDL/CLP: US-MA-1234567
Status: Provided

Consent Information
Requested: 1/9
Recorded: 1/9

Query History
Created: 1/9/2020 15:29:35

Open Violations
Driver Information
John Smith
CDL/CLP: US-MA-1234567
Country: United States
State: Massachusetts

Violation Information
Test ID: 967654321
Type of Violation: Concentration of 0.04% or greater
Test Date: 1/7/2020
Reason for Test: Random

Test Results Entered By
Sample-CTPA (1/8/2020 3:27:13 PM)
Driver’s View of Violation Information

Violation History

Reported By: MC of Boston (1)

Actual knowledge of a drug violation

If you believe information has been inaccurately reported, you can file
A drug or alcohol violation will remain in the Clearinghouse until the determination, whichever is later. The Clearinghouse does not contain

Violation History

<table>
<thead>
<tr>
<th>Driver Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>John Smith</strong></td>
</tr>
<tr>
<td>DOB: 2/11/1964</td>
</tr>
<tr>
<td>City: Chicago</td>
</tr>
<tr>
<td>State: Massachusetts</td>
</tr>
<tr>
<td>Country: United States</td>
</tr>
</tbody>
</table>

Violation Information

Type of Violation: Alcohol test refusal
Reason for Test: Post-accident
Type of Test Refusal: Fail to appear for any test
Remarks / Additional Information:

Test Results Entered By

MC of Boston (1)

Notice to Appear

Driver Notified: 11/22/2019 9:00:00 PM
Testing Site Location: 125 Mill St, Boston, MA 02446, US
Date and Time to Appear: 11/25/2019 8:56:00 PM

Driver Employment Status

Separation due to: Reassigned

Documentation

- Violations-Reporting-400V1.docx
  - Document Type: Email Message
  - Description: 23452345234

Violation History

Reported By: MC of Boston (1)

Actual knowledge of a drug violation

If you believe information has been inaccurately reported, you can file
A drug or alcohol violation will remain in the Clearinghouse until the determination, whichever is later. The Clearinghouse does not contain

Violation History

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</tr>
</tbody>
</table>

Violation Information

Type of Violation: Alcohol test refusal
Reason for Test: Post-accident
Type of Test Refusal: Fail to appear for any test
Remarks / Additional Information:

Test Results Entered By

MC of Boston (1)

Notice to Appear

Driver Notified: 11/22/2019 9:00:00 PM
Testing Site Location: 125 Mill St, Boston, MA 02446, US
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Driver Employment Status

Separation due to: Reassigned

Documentation

- Violations-Reporting-400V1.docx
  - Document Type: Email Message
  - Description: 23452345234
Can employers or their designated C/TPA(s) query multiple drivers at one time in the Clearinghouse?

- Yes, employers or their designated C/TPA(s) will be able to conduct bulk queries via a tab separated values (TSV) spreadsheet.
- Data fields include the driver’s:
  - First and last name
  - Date of birth
  - CDL number
  - State of issuance
  - Country of issuance
  - Query type

**SUBMIT A BULK UPLOAD**

For those who need to conduct multiple queries at once, a bulk upload option is available. Follow the steps below.

1. Download and complete the bulk upload template file.
2. Click “Browse” below and select the completed template file.
3. Click “Upload File.” You will confirm your submission once the file has been verified.
Reporting Violations in the Clearinghouse
# Reporting Violations - Employers and C/TPAs

What violations are the employer or designated C/TPA required to report?

<table>
<thead>
<tr>
<th>INFORMATION TO BE REPORTED TO CLEARINGHOUSE</th>
</tr>
</thead>
<tbody>
<tr>
<td>An alcohol confirmation test with a concentration of 0.04% or higher</td>
</tr>
<tr>
<td>Refusal to test (alcohol) as specified in <a href="http://example.com">49 CFR 40.261</a></td>
</tr>
<tr>
<td>Refusal to test (drug) not requiring a determination by the MRO as specified in <a href="http://example.com">49 CFR 40.191</a></td>
</tr>
<tr>
<td>Actual knowledge, as defined in <a href="http://example.com">49 CFR 382.107</a>, that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance</td>
</tr>
<tr>
<td>Negative RTD test results (drug and alcohol testing, as applicable)</td>
</tr>
<tr>
<td>Completion of follow-up testing</td>
</tr>
</tbody>
</table>
# Reporting Violations - MROs and SAPs

## What violations are the MRO or SAP required to report?

<table>
<thead>
<tr>
<th>INFORMATION TO BE REPORTED TO CLEARINGHOUSE</th>
<th>DEADLINE FOR REPORTING INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MRO</strong></td>
<td></td>
</tr>
<tr>
<td>Verified positive, adulterated, or substituted drug test result</td>
<td>Within two business days of making a determination or verification of a DOT-approved drug test</td>
</tr>
<tr>
<td>Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR 40.191</td>
<td></td>
</tr>
<tr>
<td>Changes a verified drug test per 49 CFR Part 40</td>
<td>Within one business day of making any change in the reported results</td>
</tr>
<tr>
<td><strong>SAP</strong></td>
<td></td>
</tr>
<tr>
<td>Identification of driver and date the initial assessment was initiated</td>
<td>By the close of the business day following the date of initial assessment</td>
</tr>
<tr>
<td>Date of determination of eligibility for RTD testing</td>
<td>By the close of the business day following the determination that the driver completed the RTD process</td>
</tr>
</tbody>
</table>
Recording Data - MRO

- **Employer Information**
  - Company name and address (if available)
  - USDOT Number (if available)
    - Information is about the *employer* of the *driver* not the MRO
Recording Data - MRO

- **Driver Information**
  - Driver's name, date of birth, and CDL number and state/country of issuance
    - **IMPORTANT:** Driver social security number (SSN) cannot be entered in the Clearinghouse
    - Information will be verified against FMCSA systems
      - MRO will have two attempts to enter the driver's information correctly
      - If the information cannot be validated, it will be flagged for review by FMCSA (data will still be accepted)
CDL Information

What happens if the CDL information is not listed on the CCF?

- CDL number **must** be used instead of the SSN or EIN when FMCSA-covered drivers’ positive drug or alcohol test results are reported to the Clearinghouse.
- CCF must annotate the driver’s CDL number and state of issuance in **Step 1, Section C** of the CCF for each FMCSA-regulated test.
- Driver’s CDL number and state of issuance must also be noted on the **Alcohol Testing Form (ATF)**.
- If the employer or C/TPA does not provide the CDL and the state of issuance, the collector should ask the driver for this information at the collection site.

What does this mean for laboratories?

Laboratories should process the urine specimen without delay and send the results to the MRO.

What does this mean for the MRO?

- The MRO should contact the driver, driver’s employer, or designated employer representative to obtain the information.
- After receiving the CDL information, the MRO will report the verified positive test result in the Clearinghouse.
Recording Violation Data – Positive drug test

- Violation Information
  - Reason for the test, date of test, date of verified result, specimen ID number, and test result

---

**TESTED POSITIVE FOR (SELECT ALL THAT APPLY):**

- Marijuana Metabolite (Δ9-THCA)
- Cocaine Metabolite (BZE)
- PCP
- Methamphetamine
- Amphetamine
- MDMA
- MDA
- 6-Acetylmorphine
- Morphine
- Codeine
- OXYC
- OXYM
- HYC
- HYM

**ENTER THE TYPE OF VIOLATION (SELECT ONE):**

- Positive drug test
- Refusal to take a drug test

What was the reason for the test?

Date of Test  Date of Verified Result

Specimen ID Number
Recording Violation Data – Refusal to take a drug test

- Select the reason for the test
  - Pre-employment
  - Random
  - Post-accident
  - Return-to-duty
  - Follow-up
  - Reasonable suspicion

- Indicate the type of test refusal

- Provide the date of test and specimen ID number
  - Date of verified result for adulterated/substituted specimen

- Remarks/additional information (if any)
Frequently Asked Questions

- Will I report violations that occurred prior to January 6, 2020 to the Clearinghouse?
  - No, only violations that occur on January 6, 2020 or later.

- How long is the violation information retained in the Clearinghouse?
  - 5 years or until the follow-up testing plan is successfully completed, whichever is later.

- Will a prospective employee’s drug and alcohol violation history with other DOT modes be available in the Clearinghouse?
  - No, the Clearinghouse will contain only drug and alcohol program violation information for employees subject to the testing requirements under the Federal Motor Carrier Safety Regulations in 49 CFR Part 382.
Frequently Asked Questions

- **Can an MRO or employer report a drug and alcohol program violation if the driver is not registered for the Clearinghouse?**
  - Yes. The Clearinghouse will associate the violation with a driver’s CDL information. This will be recorded even if the driver has not registered for the Clearinghouse.

- **Will an MRO or SAP be able to view drug and alcohol violation history of a driver?**
  - No, due to privacy requirements, this information will not be shared with MROs or SAPs.
  - MROs and SAPs can review information they have reported.

- **Will the MRO receive a confirmation number when submitting information?**
  - A Test ID will be displayed to the user.
Frequently Asked Questions

- What information may be challenged by the driver?
  - The accuracy of the information reported
  - Report of employer’s actual knowledge the driver received a traffic citation for driving a CMV while under the influence of drugs or alcohol if it did not result in a conviction
  - Accuracy of test results and refusals may not be challenged

- How does a driver change or remove inaccurate data?
  - The driver may submit a petition via FMCSA’s DataQs system
  - FMCSA will review petition and notify driver of decision to remove, retain, or correct information in the Clearinghouse and the reason for decision
  - If the driver believes a petition decision was made in error, he/she may submit a request for an Administrative Review
    - Request must include an explanation why he/she believes FMCSA made an error in their decision
    - Driver informed of decision
    - Decision will constitute as the final Agency action
NCCDB and the Clearinghouse

- Complaints against employers, SAPs and MROs regarding the Clearinghouse will be submitted to NCCDB
  - These complaints, along with other data sources, are used to make decisions about which entities FMCSA will investigate.

- The following complaints can be submitted against employers, SAPs, and MROs:

<table>
<thead>
<tr>
<th>Reporting Entity</th>
<th>Reason for the Complaint</th>
</tr>
</thead>
</table>
| Driver           | • Employer has accessed information in the Clearinghouse account without receiving consent  
                   • Employer has failed to report information to the Clearinghouse (e.g. negative results or completion of follow-up testing) |
| Driver           | • SAP failed to report information to the Clearinghouse within the required timeframe (e.g. date of initial assessment, eligibility for return-to-duty testing  
                   • SAP unable to record information in the Clearinghouse (e.g. did not accept Clearinghouse request) |
| Employer or Designated C/TPA | • MRO did not report the drug and/or alcohol violation within 2 business days after making the determination or verification  
                   • MRO did not report a change to the results report within 1 business day |
Reporting RTD Information in the Clearinghouse
The Return-to-Duty (RTD) Process and the Clearinghouse

- The RTD process has not changed. However, employers, or their designated C/TPAs, and SAPs must now report select parts of the RTD process in the Clearinghouse, within specific timeframes.

- Before a SAP can report any information to the Clearinghouse, the SAP must be designated by a driver.
  - A driver should establish a relationship with a SAP prior to designating the SAP in the Clearinghouse.

Click **Approve Request** button to confirm a driver request
What RTD information do SAPs need to report in the Clearinghouse?

- Date the driver’s initial SAP assessment is completed
  - Must report in the Clearinghouse by the close of the business day following the initial assessment

- Date the SAP determines the driver is eligible for RTD testing
  - Must report by the close of the business day following a determination that the driver completed the RTD process
Recording RTD Data – SAPs

- Initial SAP assessment date
  - Locate the appropriate driver in your driver list
  - Click the button to enter the date
Recording RTD Data – SAPs

- Date determined eligible for RTD testing
  - Locate the appropriate driver in your driver list
  - Click the button to enter the date

**Date of Determination of RTD Test Eligibility**

Enter the date you determined that the driver demonstrated successful compliance as defined in 49 CFR Part 40, Subpart O, and was eligible for RTD testing under this part.

RTD Test Eligibility Date

Save  Cancel
Frequently Asked Questions

- Will a driver’s follow-up testing plan be available in the Clearinghouse?
  - No, follow-up testing plans will not be included in a driver’s Clearinghouse record.
  - When a prospective employee has not completed a follow-up testing plan prescribed by the SAP, the subsequent new employer must obtain the follow-up testing plan from the previous employer, as required in § 382.413, and report the date the follow-up testing plan was completed.
Common Issues
Common Issues – Registration

- Incorrect Role
  - Employer registered as a C/TPA
    - Cannot designate a C/TPA
    - Cannot purchase a query plan
  - Employer registered as an Assistant, not as an Admin
    - Cannot designate a C/TPA
    - Cannot invite Assistants
  - Employer registered as a Driver
  - C/TPA registered as an Assistant
    - Cannot accept Employers’ designation
    - Cannot invite Assistants
Common Issues

- Add or update CDL
  - Click the “Edit Profile” or “My Profile” from the dashboard.
  - Click the link “CDL Information” in the upper right-hand corner.
  - Enter information without any spaces or dashes
Common Issues

- **Multiple roles**
  - Current Role drop down box to switch between roles

- **Add or Update CDL**
  - Carrier role must be set to DACH Motor Carrier Admin in Portal
Common Issues – login.gov

- Change email address and authentication method
  - Log in to https://secure.login.gov/
  - Scroll to add or edit “Two-Factor Authentication.”
  - Click on “Add email”. Then, click on “Delete” next to the email address you are replacing.
More Information
For more information

Visit [https://clearinghouse.fmcsa.dot.gov](https://clearinghouse.fmcsa.dot.gov)

- Subscribe for email updates
- Read frequently asked questions
- Download instructional guides

Contact us:

- Email clearinghouse@dot.gov
- Call 844-955-0207
Additional Information
Recording Violation Data - Employer

- Select type of violation

**Violation Information**

Enter each violation separately. If you have multiple violations to enter for a single driver, you will be able to add another related violation at the end of this entry.

**ALCOHOL VIOLATION**

- Alcohol concentration of 0.04 or greater
- Refusal to take an alcohol test
- Actual knowledge of an alcohol violation

**DRUG VIOLATION**

- Refusal to take a drug test
- Actual knowledge of a drug violation

What was the reason for the test?

Date of Test
Register for the Clearinghouse now and be ready for implementation

Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

Need a login.gov account? Click the link below to create your login.gov account.

Already have a login.gov account? Click the link below and sign in to your account.

Go to login.gov

Why register now?
Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.

- Downloadable resources
- FAQs
- Test and Events
- Contact local resources from USDOT

Take a look and be prepared for January 6, 2020, when the Clearinghouse becomes fully operational and mandatory reporting begins.

- DRIVERS
Enter your CDL information and confirm all information is accurate in our database.

- EMPLOYERS
Does a CDTPA manage your drug and alcohol testing program? Designate them today, I have an FMCSA Portal account, link it with your Clearinghouse account.

- SLEPs & MROs
SLEPs and MROs from your company and use your login.gov account now to review information as it becomes available.
The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password

Sign In

Don't have an account? Create an account.

Confirmation:

Enter your email address

Email address

Submit

Confirm your email

Thanks for creating an account. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

https://secure.login.gov/sign_up/email_confirm?request_id=1&confirmation_token=M0aEzJvuQ_80K5v2QQ

Please do not reply to this message. If you need help, visit www.login.gov/help

About login.gov | Privacy policy
You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue

You have created your account with login.gov

You can now log into The FMCSA Drug & Alcohol Clearinghouse.

Continue

This is the only information login.gov will share with The FMCSA Drug & Alcohol Clearinghouse:

Email address

Return to your login.gov profile
Registering for the Clearinghouse

- Must have a login.gov account to register for the Clearinghouse.
  - When selecting a method for second factor authentication do not select “backup codes”
- After you have logged in to your login.gov account, select your user role.
- Owner-operators: select *employer* or *driver*, as applicable.
Registering with an FMCSA Portal Account

- Employer registration will depend on if you have an FMCSA Portal account
- If you have, or should have, a USDOT Number, you should have a Portal account
- Your Portal account must have the correct user role
  - **DACH Motor Carrier**
    Can query, report
  - **DACH Motor Carrier Admin**
    Can query, report, designate C/TPA, indicate carrier type

To request an FMCSA Portal account, visit [https://portal.fmcsa.dot.gov/login](https://portal.fmcsa.dot.gov/login)
Designating a C/TPA

- C/TPAs must be registered in the Clearinghouse before they can be designated.
- Employers select the actions a C/TPA may take on their behalf.
- Owner-operators must designate at least one C/TPA to complete the following:
  - Report violations
  - Report RTD information
2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

[Menu items: Employer, Driver, Consortium/Third Party, MRO, Medical Review Officer (MRO), Substance Abuse Professional (SAP)]

To complete your Clearinghouse registration you will need:
- Your MRO license information
- Confirmation of required training and examination, and.bizak knowledge as defined in § 40.121

Can you certify your MRO qualifications? MROs who use this registration process will be required to self-certify their qualifications and confirm their credentials and basic knowledge, as required by § 40.121.

MROs can also invite users who will serve in an Assistant role. Assistants will enter violation information in the Clearinghouse on the MRO’s behalf. MRO assistants should not follow this registration process, but should wait to receive an email invitation from the MRO to begin their tasks.

Are you a certified MRO? Yes, I am a certified MRO.
4. Qualifications (1 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

MRO License

You must possess either a Doctor of Medicine or Doctor of Osteopathy license, as defined in § 40.121. Select which type of license you have and where it was issued.

- **License Type**
  - [ ] Select a type

- **Country**
  - [ ] Select a country

- **State**
  - [ ] Select a state

MRO Basic Knowledge Confirmation

You confirm that you possess the basic knowledge as described below, and as defined in § 40.121.

- I am knowledgeable about and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory-confirmed drug test results.
- I am knowledgeable about issues relating to adulterated and substituted specimens as well as the possible medical causes of specimens having an invalid result.
- I am knowledgeable about this part, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom you evaluate drug test results, and you must keep current on any changes to these materials.
- I am knowledgeable about part 40 (CFR 40), the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom I evaluate drug test results, and I keep current on any changes to these materials. I subscribe to the ODAPC list serve.
- DOT MRO Guidelines, and other materials are available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, 202–366–3784), or on the ODAPC Web site.

4. Qualifications (2 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

MRO Training and Examination

You must meet the MRO certification and training requirements as defined in § 40.121. Additionally, during each five-year period from the date on which you satisfactorily completed the examination, you must complete requalification training. Following your completion of requalification training, you must satisfactorily complete an examination.

- [ ] I have satisfactorily completed MRO qualification training in all of the following subjects:
  - Collection procedures for urine specimens;
  - Chain of custody, reporting, and recordkeeping;
  - Interpretation of drug and validity test results;
  - The role and responsibilities of the MRO in the DOT drug testing program;
  - The interaction with other participants in the program (e.g., DEAs, SAPs); and
  - Provisions of this part and DOT agency rules applying to employers for whom you review test results, including changes and updates to this part and DOT agency rules, guidance, interpretations, and policies affecting the performance of MRO functions, as well as issues that MROs confront in carrying out their duties under this part and DOT agency rules.

- [ ] I have satisfactorily completed an MRO examination administered by a nationally-recognized MRO certification board or subspecialty board for medical practitioners in the field of medical review of DOT mandated drug tests. The examination comprehensively covered all elements of qualification training listed above.

- [ ] My MRO certification is up-to-date. This means it has either been less than 5 years since my initial examination, or I have completed requalification training and examination every 5 years since the initial examination.

MRO Documentation

Per § 40.121, you must maintain documentation showing that you met all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and CTPAs who are using or negotiating to use your services.

- [ ] I maintain documentation showing that I met all of the MRO License, Training and Examination qualifications listed above.
Invite User

You can invite users to create a Clearinghouse Assistant account associated with your company. Enter the user's email address to generate and send the invitation. Only individuals authorized to enter information in the Clearinghouse on behalf of you and/or your company should be invited.

Email Address

Send Invite  Cancel