Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

Registration and Requirements

FOR C/TPAs

- ☑ Record
- ☑ Consent
- ☑ Query
- ☑ Safety

What is the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse?

A secure, online database that gives employers and other authorized users real-time information about commercial driver's license (CDL) and commercial learner's permit (CLP) holders' drug and alcohol program violations.

The Clearinghouse improves safety on our Nation's roadways by giving employers and their service agents access to information they need to make informed safety decisions about which employees must be removed from safety-sensitive functions, including operating a commercial motor vehicle (CMV).

Have you registered for the Clearinghouse?

Consortia/third-party administrators (C/TPAs) must be registered before they can be designated by an employer in the Clearinghouse. Learn how you and your company can stay in compliance with the Clearinghouse regulations.

LEARN MORE:

Visit FMCSA's Learning Center for more information, including step-by-step instructions on registering as a C/TPA, conducting queries, reporting a violation, and more.

https://clearinghouse.fmcsa.dot.gov/learn

Why register?

Registering is the first step in ensuring you and your company meet Clearinghouse regulations.

Once you are registered, you can take the following actions in the Clearinghouse:

- **Connect with your clients.** Your client(s) who employ CDL or CLP drivers must designate you as their C/TPA in the Clearinghouse and assign you permission to report violations, report return-to-duty (RTD) test results, and/or conduct queries on their behalf. If you do not receive this request from your client(s), encourage them to register and send you one.
- **Invite Assistants.** Send invitations to other employees who will access the Clearinghouse on your behalf, allowing them to register as part of your company.
- **Check your clients' query balance.** Your clients must purchase a query plan before you can conduct queries on their behalf. Encourage your client(s) to purchase additional plans as needed to avoid any unnecessary delays in conducting queries.

Questions?

Visit clearinghouse.fmcsa.dot.gov/Contact

How are C/TPAs required to use the Clearinghouse?

After you register, you may complete the following actions in the Clearinghouse on behalf of your client(s):

- **Report drug and alcohol violations.** This includes alcohol test results with a concentration of .04 or greater, refusals to take an alcohol or drug test, as well as actual knowledge of a violation.
- Employers or their C/TPAs also report negative RTD test results and the successful completion of a driver's follow-up testing plan.
- The information above must be reported by the close of the third business day after the employer or C/TPA is informed.
- **Conduct queries** to check if prospective employees are prohibited from performing safety-sensitive functions, such as operating CMVs, due to an unresolved drug and alcohol program violation.
- All current employees must be queried at least annually. All queries require driver consent.
- Note: Prospective employers or their C/TPAs may need to directly contact employers regulated by U.S. DOT modes other than FMCSA. For more details see 49 CFR 391.23(e)(4)(ii) and 382.413(c).

How do others use the Clearinghouse?

ACTION	TIMEFRAME
Providing Consent Drivers are required to log in to the Clearinghouse and provide electronic consent before a current or prospective employer can conduct a full query of the driver's Clearinghouse record.	No specific time frame for consenting to pre-employment queries. If a limited query returns that records were found, a full query must be conducted on the driver within 24 hours, or the driver must be removed from safety-sensitive functions.
Reporting Violations Medical review officers (MROs) are required to report verified positive controlled substances test results and refusals, including specimens that are verified adulterated or substituted.	Within two business days of the verification or determination. Within one business day of making any change to the results report, MRO must report that changed result.
Reporting on RTD Progress Substance abuse professionals (SAPs) are required to report to the Clearinghouse when the initial assessment is completed and when the driver is determined to be eligible for RTD testing.	By the close of the business day following the date of the initial assessment. By the close of the business day following the determination the driver is eligible for RTD testing.

U.S. Department of Transportation
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