Employees, or their designated consortia/third-party administrators (C/TPAs), and substance abuse professionals (SAPs) must now report select parts of the return-to-duty (RTD) process in the Clearinghouse, within specific time frames. This reported information will update the driver’s view of their RTD status (see right).

Information must be reported in the Clearinghouse within required time frames:

**Employers (or their designated C/TPAs)** must report violation information by the close of the third business day following the date on which they obtained the information.

**SAPs** must report the date of completion of an initial SAP assessment and the date of determination of eligibility for RTD testing, by the close of the business day following the assessment or determination.

**NOTE:** The steps of the RTD process must be completed in the order listed above to be properly recorded in the Clearinghouse. Reporting this information within the mandated time frames is critical to ensuring that the driver’s Clearinghouse status is kept up-to-date.
How does the Clearinghouse fit into the RTD process?

The return-to-duty (RTD) process outlined in Part 40 Subpart O has not changed. The graphic below illustrates how the reporting requirements detailed in § 382.705 fit into this process.

1. SAP Request Sent
   - The employer provides the driver with a list of DOT-qualified SAPs, as required by § 40.287. The driver selects their SAP from this list or based on their own research.

2. SAP Designated
   - The designated SAP initially evaluates the driver.

3. Initial SAP Assessment Completed
   - The SAP provides the employer with recommendations for education/treatment. After the driver completes the education/treatment, the SAP re-evaluates the driver to determine compliance and establish a follow-up testing plan.

4. Driver Determined Eligible for RTD Test
   - The driver is no longer prohibited from performing safety-sensitive functions once they have a negative RTD test result.

5. RTD Test with Negative Result
   - This information is retained in the Clearinghouse for five years from the date of the violation determination or until the successful completion of the follow-up testing plan, whichever is later.

6. Follow-Up Testing Plan Completed
   - Any employer that employs this driver during the prescribed period must complete the follow-up testing plan as specified by the SAP.*

*In the case of an owner-operator, these steps must be completed by a designated C/TPA.