Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

How to Report RTD Information: C/TPAs

Return-to-Duty Reporting Requirements

The return-to-duty (RTD) process outlined in Part 40 Subpart O has not changed. However, employers must report parts of the RTD process in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

A consortium/third-party administrator (C/TPA) may assist an employer in meeting their Clearinghouse requirements. To report RTD information on behalf of an employer, you must accept the employer's designation request (to receive this request, you must be). The employer must indicate that you have permission to report RTD information on their behalf.

Even if they designate a C/TPA, the employer retains ultimate responsibility for compliance.

⚠️ **EMPLOYERS THAT DO NOT WORK WITH A C/TPA MUST REPORT RTD INFORMATION THEMSELVES; SEE THE REPORTING RTD INFORMATION FOR EMPLOYERS JOB AID FOR INSTRUCTIONS.**

Which Types of RTD Information are Employers Responsible for Reporting?

Both employers and substance abuse professionals (SAPs) are required to report information about a CDL driver's RTD process in the Clearinghouse, per § 382.705. The table below identifies who is responsible for reporting specific information to the Clearinghouse throughout the RTD process. Learn more about the RTD process.

Responsible Reporting Entity	RTD Information Reported to the Clearinghouse	Timeframe for Reporting
Designated SAP	Date of initial SAP assessment	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.
	Date the driver is determined eligible for RTD testing	
Employer of CDL Driver*	Negative RTD test result(s)	Employers must report RTD information by the close of the third business day following the date on which the employer obtained the information.
	The date the driver's follow-up testing plan is successfully completed	

Owner-operators—employers who employ themselves as CDL drivers, typically a single-driver operation—are required to designate a C/TPA in the Clearinghouse. Owner-operators may choose to report RTD information for any other drivers they employ, however, the C/TPA has the responsibility to report any RTD information pertaining to the owner-operator.

1 Log In and Access the Dashboard

Visit https://clearinghouse.fmcsa.dot.gov. Click **Log In** and access the Clearinghouse using your login.gov username and password.

Under **My Dashboard,** go to **RTD Process** and click **Report RTD Information.**

2 Select the Employer

Select the employer on whose behalf you are reporting this RTD information. This employer will be able to access the RTD information after it has been reported. **Select the employer** and click **Next.**
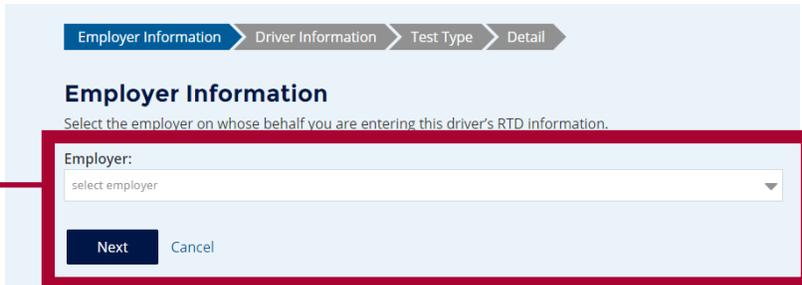
3

Enter and Verify the Driver Information

Enter the information of the driver whose RTD information you are reporting and click **Verify Driver Information.**

You will need to provide the following driver information:

- Driver first and last name
- Driver date of birth
- Driver commercial driver's license (CDL) number, and the country and state of issuance

 VERIFYING ERRORS

If there is an issue verifying the driver's CDL information, please check that you have entered all the information correctly and re-submit. You will have two attempts to enter the driver's information correctly If the driver's CDL information cannot be verified, the RTD information cannot be reported.

If the CDL number has special characters (such as spaces or hyphens), try entering the number with or without those characters, as requirements vary by State.

Once a driver's CDL information has been verified, you will not be able to edit it. If you entered the driver's information in error, click **Cancel** and begin a new RTD information entry. When you are ready to continue, click **Next.**

4 Enter the RTD Information

Select the type of RTD information you are reporting and click **Next.**

Reporting **Negative** RTD Test Results

When reporting a negative RTD test result, you will be required to enter:

- Date of test
- Date of verified result

(drug tests only)

Follow-Up Testing Plan Completion

When reporting follow-up testing plan completion, you will be required to enter:

- Date of completion

Employer Information > Driver Information > Test Type > Detail

RTD Information Type

Per § 382.705(b)(1), employers must report negative return-to-duty test results and successful completion of follow-up tests prescribed by the driver's substance abuse professional (SAP).

WHICH TYPE OF RTD INFORMATION ARE YOU ENTERING FOR THIS DRIVER?

○ **NEGATIVE RTD TEST RESULT** — Report this when a driver you employ has a negative return-to-duty (RTD) drug or alcohol test.

○ **FOLLOW-UP TESTING PLAN COMPLETION** — Report this when a driver you employ has successfully completed the follow-up testing plan prescribed by their substance abuse professional (SAP).

What if the driver has a positive RTD test?
Only negative RTD test results are reported here. A positive RTD test result would be entered in the Clearinghouse as a new violation, which re-starts the driver's RTD process. Report a violation

[Previous] [Next] Cancel

Note that only negative RTD test results are reported in the Clearinghouse. A positive RTD test result would be entered as a new violation, which re-starts the driver's RTD process.

5 Enter the RTD Information (Continued)

Reporting a Negative RTD Test Result

Select the type of RTD test result you are reporting. You can select **RTD Alcohol Test, RTD Drug Test,** or both.

For each type of test result, you will need to enter the date of the test. If you select RTD Drug Test, you will also need to enter the date of the verified result.

Check the box to certify that the information you are reporting is true and accurate and click **Submit.**

Employer Information > Driver Information > Test Type > Detail

Enter RTD Test Result Details
Select the type of RTD test for which the driver obtained a negative result. Select all that apply.

☐ RTD Alcohol Test
☐ RTD Drug Test

☑ I certify that the return-to-duty information that I am reporting to the Clearinghouse is accurate and complete. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

[Previous] [Submit] Cancel

Reporting Completion of a Follow-Up Testing Plan

Enter the date on which the driver successfully completed all follow-up tests prescribed by their substance abuse professional (SAP).

Check the box to certify that the information you are reporting is true and accurate and click **Submit.**

Enter Follow-Up Testing Plan Completion Date
Enter the date on which the driver successfully completed all follow-up tests prescribed by their substance abuse professional (SAP) in accordance with §§ 40.307, 40.309, and 40.311.

Date of Completion
[   ]

☑ I certify that the return-to-duty information that I am reporting to the Clearinghouse is accurate and complete. I understand that reporting false, inaccurate, or misleading information to the Clearinghouse may subject me to civil and/or criminal penalties in accordance with applicable law, including 49 USC 521. I further understand that I am participating in a covered transaction and that reporting false information may subject me to government-wide suspension or debarment under 2 C.F.R. Part 180.

[Previous] [Submit] Cancel

The RTD Information Has Been Reported

Once the RTD information has been reported, you will see the confirmation message below.
You can review RTD information you and your Clearinghouse Assistants have entered on your RTD History page.

RTD Information Entered

✓ **Success**
The negative RTD test result has been recorded.

[Go to My Dashboard]