Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE

FOR EMPLOYERS

How to Report RTD Information: Employers

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).

An employer may designate a consortium/third-party administrator (C/TPA) in the Clearinghouse to assist with meeting these reporting requirements. An employer must designate their C/TPA in the Clearinghouse and indicate that the C/TPA has permission to report RTD information on the employer's behalf. A C/TPA must accept an employer's designation before they can access the Clearinghouse and report RTD information (to receive this request, the C/TPA must be registered in the Clearinghouse).

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

IF YOU ARE A DESIGNATED C/TPA REPORTING RTD INFORMATION ON AN EMPLOYER'S BEHALF, SEE THE REPORTING RTD INFORMATION FOR C/TPAs 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.*

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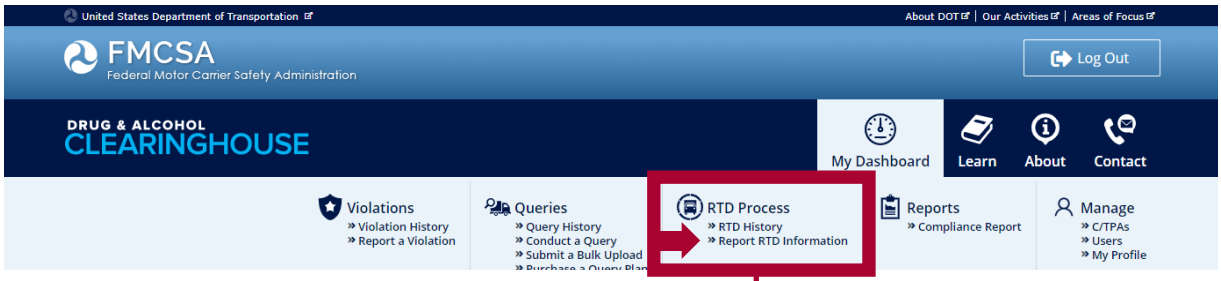
HOW TO REPORT RTD INFORMATION

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.**

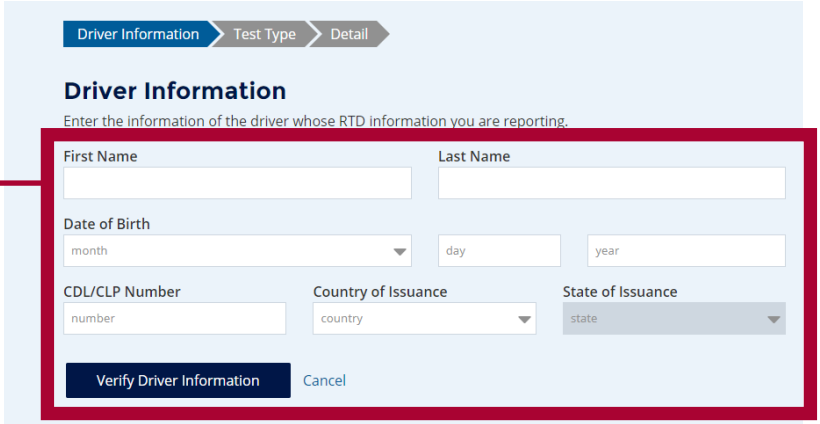


2 Enter and Verify the Driver Information

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



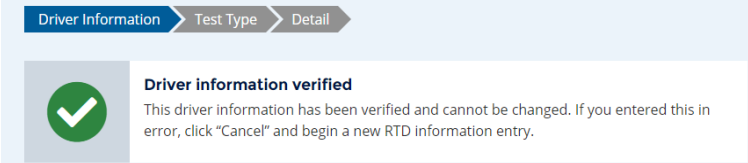
2 Enter and Verify the Driver Information (Continued)

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.**



3 Enter the RTD Information

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

Reporting **Negative** RTD Test Results

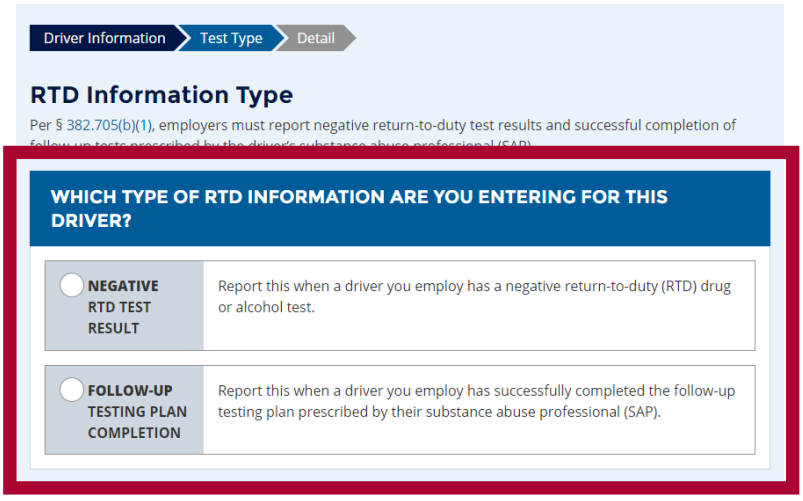
When reporting a negative RTD test result, you will be required to enter:

- 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



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.

4 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.

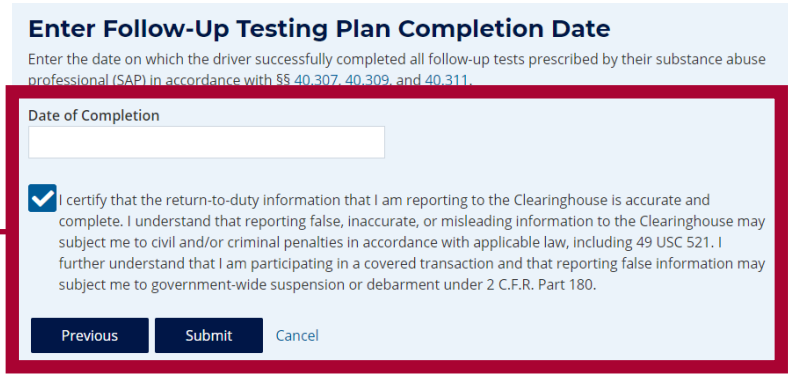
For each type of test result, you will need to enter the date of the test. If you select RTD Drug Test, you will also need to enter the date of the verified result.

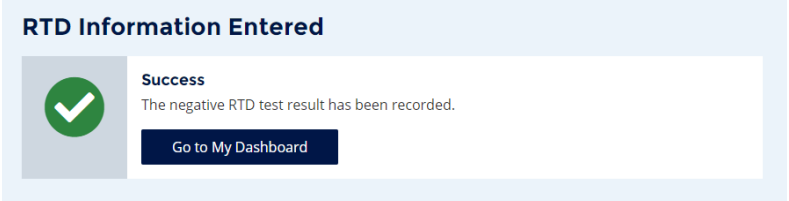
Check the box to certify that the information you are reporting is true and accurate and click **Submit.**

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.**



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, your Clearinghouse Assistants, and your designated C/TPAs (if any) have entered on your RTD History page.