How to Report RTD Information: SAPs

Return-to-Duty Reporting Requirements
The return-to-duty (RTD) process, the process outlined in Part 40 Subpart O that a CDL driver who has incurred a drug and alcohol program violation must complete before being permitted to resume safety-sensitive functions, has not changed. Substance abuse professionals (SAPs) are required to report parts of the RTD process in the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse).

IF YOU ARE AN EMPLOYER OR DESIGNATED C/TPA, SEE THE REPORTING RTD INFORMATION FOR EMPLOYERS JOB AID OR REPORTING RTD INFORMATION FOR C/TPAS JOB AID FOR INSTRUCTIONS.

Which types of RTD information are SAPs responsible for reporting?
Both employers and 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 throughout the RTD process. Learn more about the RTD process.

<table>
<thead>
<tr>
<th>Responsible Reporting Entity</th>
<th>RTD Information Reported to the Clearinghouse</th>
<th>Timeframe for Reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Designated SAP</td>
<td>Date of initial SAP assessment</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td>Date the driver is determined eligible for RTD testing</td>
<td></td>
</tr>
<tr>
<td>Employer of CDL Driver</td>
<td>Negative RTD test result(s)</td>
<td>Employers must report a negative RTD test result and the completion date of a driver’s follow-up testing plan by the close of the third business day following the date on which the employer obtained the information.</td>
</tr>
<tr>
<td></td>
<td>The date the driver’s follow-up testing plan* is successfully completed</td>
<td></td>
</tr>
</tbody>
</table>

*Note that a driver’s education/treatment plan and follow-up testing plan are not recorded in the Clearinghouse.
Approve Designation
Before you can enter RTD information about a driver, you will need to approve the driver’s request in the Clearinghouse to become their designated SAP. Drivers are instructed to contact a SAP prior to designating him or her as their SAP in the Clearinghouse. If you receive a designation request from a driver with whom you have not had previous contact, you should reach out to the driver prior to responding to the request.

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.

Your SAP Dashboard will display a blue dot next to the bell icon in the top right corner prompting you to view your Notifications list.

View Pending Requests
Click the bell icon to open your Notifications box and view any pending requests from drivers. Click the driver request notification to begin the approval process.

You can also see any pending requests in your Driver Summary. Click View to access any pending driver requests. If you need to record a driver’s information and do not have a pending request from that driver, ask the driver to log in to the Clearinghouse and designate you as his or her SAP.
Respond to the Driver Request
Locate the driver in your driver list and click Approve Request.

You will be prompted to confirm your selection. Click Approve to accept the driver request.
You may also click Cancel to return to the driver summary without accepting the request.

The SAP Designation Request Has Been Approved
Once you have approved the driver’s request, you will see the confirmation message below.
You are now able to enter information about this driver’s RTD process in the Clearinghouse.

Note that once you accept a driver’s request, you will not be able to remove the driver. If, due to unforeseen circumstances, you are not able to fulfill the requirements of overseeing a driver’s treatment and/or education plan, contact FMCSA for assistance.

How to Report RTD Information
The instructions below explain how to report RTD information as a SAP. You must be logged in to the Clearinghouse to complete this process.

Access Your Driver List
Under My Dashboard, go to RTD Process and click Driver List.
2 Locate the Driver

In your driver list, locate the driver whose RTD information you are reporting. You can use the status filter on the left to refine your search.

![Driver List Example]

3 Enter the RTD Information

The driver’s summary will indicate which information is ready to be recorded. See the examples below.

Note that the steps of the RTD process must be completed in the correct order to be properly recorded in the Clearinghouse. Recording this information within the mandated time frame is critical to ensuring that the driver’s Clearinghouse status is kept up-to-date.

Initial SAP Assessment

Once you have approved the designation request, the Clearinghouse will allow you to enter the date of the driver’s initial SAP assessment. To enter this information, click Enter Date.

![Initial SAP Assessment Example]

Enter the completion date of the initial SAP assessment, check the box to accept the Clearinghouse certification statement and click Save.

![Certification Statement Example]
3 Enter the RTD Information (Continued)

RTD Test Eligibility

Once you report the date of the initial SAP assessment, the Clearinghouse will allow you to enter the date you determined the driver was eligible for his or her RTD test. To enter this information, click Enter Date.

Enter the date you determined that the driver was eligible for RTD testing, check the box to accept the Clearinghouse certification statement, and click Save.

If you enter the date of initial SAP assessment or RTD eligibility after the required reporting time frame has passed, you must provide an explanation. Enter the reason for late reporting, check the box to accept the Clearinghouse certification, and click Save.
Enter the RTD Information (Continued)
The RTD Information Has Been Reported.
Once the RTD information is successfully reported, you will see the confirmation message below. Click OK to return to your driver list.

How to Edit Reported RTD Information
If you made an error while entering a driver’s RTD information, you can make changes to this information. Entries may be removed one at a time by deleting the most recent entry.

If, in the example below, you need to delete the date of the initial SAP assessment, you must first delete the RTD eligibility date. Click Remove to delete this information.

You will be prompted to provide an explanation for removing the previously recorded RTD test eligibility date. Enter the reason for removal and click Submit.
Once the RTD test eligibility date has been deleted, this enables you to delete the date of initial SAP assessment. Click **Remove** to delete this information.

You will be prompted to provide an explanation for removing the previously recorded initial assessment date. Enter the reason for removal and click **Submit**.

Note that a SAP cannot delete a recorded date of eligibility for RTD testing if an employer has already recorded a negative RTD test for that driver. If you need assistance making changes to these entries, contact us.

Once you have deleted the erroneous entry, you can complete the steps to record a new entry or entries.