



## How to Report a Violation: MROs

### Violation Reporting Requirements

Medical review officers (MROs) are required to report positive drug test and drug tests refusals for Department of Transportation (DOT)-required drug tests to the FMCSA Commercial Driver’s License Drug and Alcohol Clearinghouse (Clearinghouse).

### Which violations are MROs responsible for reporting?

Both employers and MROs are required to report drug and alcohol program violations in the Clearinghouse per § [382.705](#). The table below identifies who is responsible for reporting each type of violation.

Reporting Entity	Violations Reported to the Clearinghouse	Timeframe for Reporting
<b>Prospective/Current Employer of CDL Driver</b>	An alcohol confirmation test with a concentration of 0.04 or higher	Employers must report any drug and alcohol program violation information by the close of the third business day following the date on which the employer obtained the information.
	Refusal to test (alcohol) as specified in 49 CFR § <a href="#">40.261</a>	
	Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR § <a href="#">40.191</a>	
	Actual knowledge of a drug or alcohol violation, as defined in 49 CFR § <a href="#">382.107</a>	
<b>MRO</b>	Verified positive, adulterated, or substituted drug test result	MROs must report results within two business days of making a determination or verification of a DOT required drug test.
	Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR § <a href="#">40.191</a>	Any changes to the results report of a verified drug test must be reported to the Clearinghouse within one business day of making the changes.



## How to Report a Violation

The instructions below will walk through how to report a drug and alcohol program violation as an MRO.

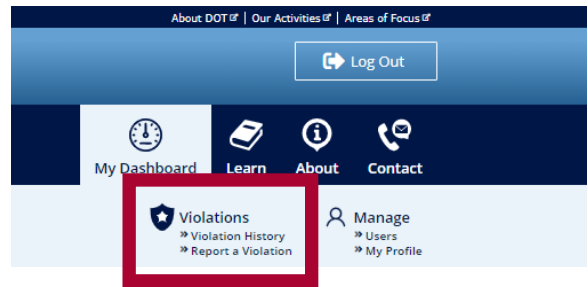
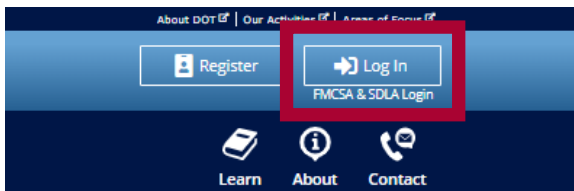
If you are an employer, see the [Reporting Violations for Employers Job Aid](#) for instructions.

If you are a C/TPA, see the [Reporting Violations for C/TPAs Job Aid](#) for instructions.

### 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 **Violations** and click **Report a Violation**.



### 2 Enter the Employer Information

Enter the information of the employer listed on the Federal Drug Testing Custody and Control Form (CCF). This is the information of the driver's employer, not the MRO's employer. Enter all the information that is available to you.

**Employer Information**

Enter the information of the employer listed on the Federal Drug Testing Custody and Control Form (CCF). Enter all the information available to you.

Company Name  USDOT Number

Address  
Street  City

Country  State  ZIP Code

Next Cancel



### 3 Enter and Verify the Driver Information

Enter the information of the driver who incurred the violation 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

#### Driver Information

Enter the information of the driver who committed the violation. All fields are required unless otherwise noted.

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Date of Birth		
month <input type="text"/>	day <input type="text"/>	year <input type="text"/>
Driver CDL Number <sup>i</sup>	Country of Issuance	State of Issuance
number <input type="text"/>	country <input type="text"/>	state <input type="text"/>


#### VERIFYING ERRORS

If there is an issue verifying the driver CDL information, please check that you have entered all the information correctly. The information should match the information on the driver's CDL.

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.

If the driver CDL information cannot be verified, the Clearinghouse will flag the record for FMCSA's review. However, the violation will be recorded in the Clearinghouse and the driver information will be reconciled at a later date. You will still be able to continue reporting the violation.

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 again with a new violation. When you are ready to continue, click **Next**.



This driver information has been verified and cannot be changed. If you entered this in error, click "Cancel" and begin a new violation entry.

#### Driver Information

Enter the information of the driver who committed the violation. All fields are required unless otherwise noted.



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### Enter the Violation Information

Select the type of violation you are reporting and click **Next**. Each violation must be entered separately.

Employer Info > Driver Info > **Violation Info** > Review & Submit

### Violation Information

Enter each violation separately.

**ENTER THE TYPE OF VIOLATION (SELECT ONE):**

Positive drug test

Refusal to take a drug test

Previous Next Cancel

The amount of violation information you will need to enter will depend on the type of violation you select. See below for an overview of the types of information you will need to enter for each violation type. Prompts will also appear on the screen to guide you through each process.

### REPORTING POSITIVE DRUG TESTS

If you select **positive drug test**, you will be required to provide the following information:

- Reason for the test
- Date of test
- Date of verified result
- Specimen ID number
- All substances the driver tested positive for (see image below)

**TESTED POSITIVE FOR (SELECT ALL THAT APPLY):**

<input type="checkbox"/> Marijuana Metabolite (Δ9-THCA)	<input type="checkbox"/> 6-Acetylmorphine
<input type="checkbox"/> Cocaine Metabolite (BZE)	<input type="checkbox"/> Morphine
<input type="checkbox"/> PCP	<input type="checkbox"/> Codeine
<input type="checkbox"/> Methamphetamine	<input type="checkbox"/> OXYC
<input type="checkbox"/> Amphetamine	<input type="checkbox"/> OXYM
<input type="checkbox"/> MDMA	<input type="checkbox"/> HYC
<input type="checkbox"/> MDA	<input type="checkbox"/> HYM

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## 4 Enter the Violation Information (Continued)

### REPORTING TEST REFUSALS

If you select **refusal to take a drug test**, you will be required to provide the following information:

- Reason for the test
- Type of test refusal (see image below)
- Date of test
- Date of verified result (adulterated/substituted only)
- Specimen ID number
- Remarks/additional information

**TYPE OF TEST REFUSAL (SELECT ONE):**

Adulterated

Substituted

Failed to provide a sufficient specimen without medical explanation

Other



### 5 Review and Submit the Violation

Review the information you have entered. The categories of information displayed will vary depending on the type of violation selected.

If the violation information needs corrections, click the **Previous** button until you reach the relevant screen. You can also click the edit icon (✎) of the appropriate section to return to that screen. Once you have finished making corrections, click the **Next** button to navigate through the following screens until you return to the Review and Submit the Violation screen.

#### Review and Submit the Violation

Review the information you provided below. If you need to make changes, click the edit icon to return to the section requiring correction. Once all the information is correct, submit the violation.

##### Employer of Driver

[Redacted]

##### Driver Information

Once a driver's CDL/CLP information is verified, it cannot be edited. If the driver information was entered in error, delete this violation and enter a new one.

DOB: [Redacted] | CDL/CLP#: [Redacted]  
Country: [Redacted] | State: [Redacted]

##### Violation Information

Type of Violation: [Redacted]  
Test Date: [Redacted] | Verified Result: [Redacted]  
Reason for Test: [Redacted]  
Tested Positive For: [Redacted]

I certify that the violation 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 Violation** Cancel

*Note: Once a driver's CDL information is verified, you will not be able to edit it. If you entered the driver's information in error, click Cancel and begin again with a new violation.*

Once all the information is accurate, **check the box** to accept the Clearinghouse certification statement and click **Submit Violation**.

### THE VIOLATION HAS BEEN REPORTED.

Once the violation has been reported, you will be given the option to enter another violation.

#### Violation Reported

The violation has been recorded in the Clearinghouse.

Do you have another violation to enter?

**Yes** **No**

If you select **Yes**, you will be taken back to the Driver Information screen.

If you select **No**, you will be directed to your Violations History page.