

# DRUG & ALCOHOL CLEARINGHOUSE

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For MROs and SAPs

January 2020



# Agenda

- 1 OVERVIEW OF THE CLEARINGHOUSE**  
About the Congressional mandate and what it means
- 2 USING THE CLEARINGHOUSE**  
Required actions users must take once the Clearinghouse is operational
- 3 REPORTING VIOLATIONS**  
Violations reported to the Clearinghouse
- 4 REPORTING RETURN-TO-DUTY (RTD) INFORMATION**  
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- 5 NEXT STEPS & MORE INFORMATION**  
How you can prepare for implementation, learn more, and get technical support

# Overview of the Clearinghouse

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## **The FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse**

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### **Database containing CDL drivers' drug and alcohol program violation information**

- Reported by employers and medical review officers (e.g., positive tests, refusals, etc.)
- Information includes whether a driver has successfully completed the mandatory return-to-duty (RTD) process following a violation

### **The Clearinghouse keeps driver information secure**

- Only selected registered users, including employers and FMCSA, can register and access the Clearinghouse for designated purposes
- Other enforcement agencies, such as SDLAs and State law enforcement agencies, only receive driver eligibility status
- Drivers can access their own information, but not information of other drivers
- The Clearinghouse meets all relevant Federal security standards and FMCSA will verify the effectiveness of security protections regularly

# The Clearinghouse Final Rule

- Mandated by Congress (MAP-21, Section 32402)
- Published December 5, 2016
- Established requirements for the Clearinghouse
- Identified **January 6, 2020** as the Clearinghouse implementation date



Read the Clearinghouse final rule at:

[www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse](http://www.fmcsa.dot.gov/regulations/commercial-drivers-license-drug-and-alcohol-clearinghouse)

## Increasing safety on our Nation's roadways

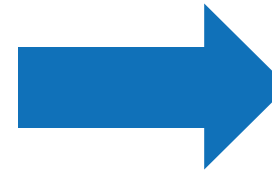


Real-time access to reported violation information for select registered users

Easier for employers to meet pre-employment investigation and reporting obligations

More difficult for drivers to conceal drug and alcohol violations from employers

More insight into employer compliance with drug and alcohol testing rules



**Safer Roadways**

# Using the Clearinghouse

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## Who is required to use the Clearinghouse?

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- Drivers who hold commercial driver's licenses (CDLs) or commercial learner's permits (CLPs)\*
- Employers of CDL drivers who operate commercial motor vehicles (CMVs)
- Consortia/third-party administrations (C/TPAs)
- Medical review officers (MROs)
- Substance abuse professionals (SAPs)
- State Drivers Licensing Agencies (SDLAs)



\*who need to respond to employer consent requests



## What actions will users take in the Clearinghouse?

- **Record** – Drivers' drug and/or alcohol program violations, and other related information in the Clearinghouse
- **Consent** – Authorization to conduct a query
  - Requested by employers or C/TPAs
  - Provided or refused by drivers
- **Query** – Determine if the Clearinghouse contains any records for the queried driver

- Record**
- Consent**
- Query**
- Safety**

**Users must register in the Clearinghouse to complete the actions listed above.**



**Learn more about the specific actions each user can take at:**

**<https://clearinghouse.fmcsa.dot.gov/Resource/Index/User-Roles>**

## Medical Review Officers (MROs) and Substance Abuse Professionals (SAPs)

### ■ MROs:

1. **WORK** for MRO company(ies), or self-employed
2. **REGISTER** for the Clearinghouse and self-certify qualifications
3. **ENTER** drug violation information into the Clearinghouse
4. **INVITE** MRO Assistant(s) to enter violation information on their behalf



All **Assistants** must be invited to register in the Clearinghouse.

### ■ SAPs:

1. **WORK** for SAP company(ies), or self-employed
2. **REGISTER** for the Clearinghouse and self-certify qualifications
3. **ENTER** RTD information into the Clearinghouse (date initial assessment completed, date driver eligible for RTD test)
4. **INVITE** SAP Assistant(s) to enter RTD information on their behalf

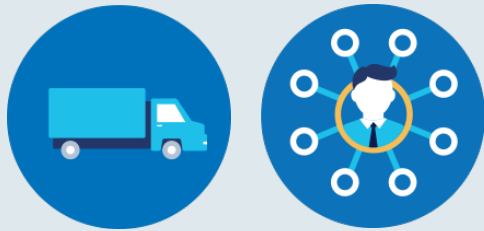
**Driver** must designate the SAP in the Clearinghouse before the SAP may enter RTD information about the driver in the Clearinghouse.

# What information are MROs and SAPs required to report?

	INFORMATION TO BE REPORTED TO CLEARINGHOUSE	DEADLINE FOR REPORTING INFORMATION
<b>MRO</b> 	Verified positive, adulterated, or substituted drug test result	Within <b>two</b> business days of making a determination or verification of a DOT-approved drug test
	Refusal to test (drug) requiring a determination by the MRO as specified in <a href="#">49 CFR 40.191</a>	
	Changes to a verified drug test per 49 CFR Part 40	Within <b>one</b> business day of making any change in the reported results
<b>SAP</b> 	Identification of driver and date the initial assessment was initiated	By the close of the business day following the date of initial assessment
	Date of determination of eligibility for RTD testing	By the close of the business day following the determination that the driver completed the RTD process

# What information are employers or C/TPAs required to report?

## INFORMATION TO BE REPORTED TO CLEARINGHOUSE



**Prospective/Current  
Employer of CDL  
Driver**

**Or**

**C/TPA acting on  
behalf of Current  
Employer of CDL  
Driver**

An alcohol confirmation test with a concentration of 0.04% or higher.

Refusal to test (alcohol) as specified in [49 CFR 40.261](#).

Refusal to test (drug) not requiring a determination by the MRO as specified in [49 CFR 40.191](#).

Actual knowledge, as defined in [49 CFR 382.107](#), that a driver has used alcohol on duty, used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance.

Negative RTD test results (drug and alcohol testing, as applicable)

Completion of follow-up testing.

# **Reporting Violations in the Clearinghouse**

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## What violation information do MROs need to report?

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- Employer information
  - Company name and address (if available)
  - USDOT number (if applicable)
- Driver information
  - Driver's name, date of birth, and commercial driver's license (CDL) number and state/country of issuance
- Reason for the test
- Date of test
- Date of verified result
- Specimen ID number
  - Listed on the Federal Drug Testing Custody and Control Form (CCF)

## Recording Data - MRO

### Employer Information

- Company name and address (if available)
- USDOT Number (if available)
  - Information is about the employer of the **driver** not the MRO

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CLEARINGHOUSE

My Dashboard | Violations: Report | Reports | Manage

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

### Employer of Driver

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

<p>Company Name</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>USDOT Number</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Address</p> <p>Street</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>City</p> <input style="width: 95%; height: 25px;" type="text"/>
<p>Country</p> <input style="width: 95%; height: 25px;" type="text"/>	<p>State</p> <input style="width: 95%; height: 25px;" type="text" value="Select a state"/>
<p>ZIP Code</p> <input style="width: 95%; height: 25px;" type="text"/>	

Next
Cancel

## Recording Data - MRO

### ▪ Driver Information

- Driver's name, date of birth, and CDL number and state/country of issuance
  - **IMPORTANT:** Driver social security number (SSN) cannot be entered in the Clearinghouse
- Information will be verified against FMCSA systems
  - MRO will have two attempts to enter the driver's information correctly
  - If the information cannot be validated, it will be flagged for review by FMCSA (data will still be accepted)

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My Dashboard | Violations: Report | Reports | Manage

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

### Driver Information

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

First Name

Last Name

Date of Birth

month  day  year

Driver CDL Number

Country of Issuance

State of Issuance

**Verify Driver Information** Cancel



## CDL Information

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- **What happens if the CDL information is not listed on the CCF?**
  - CDL number **must** be used instead of the SSN or EIN when FMCSA-covered drivers' positive drug or alcohol test results are reported to the Clearinghouse
  - CCF must annotate the driver's CDL number and state of issuance in **Step 1, Section C** of the CCF for each FMCSA-regulated test
  - Driver's CDL number and state of issuance must also be noted on the **Alcohol Testing Form (ATF)**
  - If the employer or C/TPA does not provide the CDL and the state of issuance, the collector should ask the driver for this information at the collection site

### What does this mean for laboratories?

Laboratories should process the urine specimen without delay and send the results to the MRO

### What does this mean for the MRO?

- The MRO should contact the driver, driver's employer, or designated employer representative to obtain the information
- After receiving the CDL information, the MRO will report the verified positive test result in the Clearinghouse

## Recording Violation Data – Positive drug test

### ■ Violation Information

- Reason for the test, date of test, date of verified result, specimen ID number, and test result

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My Dashboard | Violations: Report | Reports | Manage

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

### Violation Information

Enter each violation separately. If you have multiple violations to enter for a single driver, you will be able to add another related violation at the end of this entry.

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

Positive drug test

Refusal to take a drug test

What was the reason for the test?

Date of Test  Date of Verified Result

Specimen ID Number

**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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DILUTE ⓘ

## Recording Violation Data – Refusal to take a drug test

- Select the reason for the test
  - Pre-employment
  - Random
  - Post-accident
  - Return-to-duty
  - Follow-up
  - Reasonable suspicion
- Indicate the type of test refusal
- Provide the date of test and specimen ID number
  - Date of verified result for adulterated/substituted specimen
- Remarks/additional information (if any)

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

What was the reason for the test?

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

Adulterated

Substituted

Fail to provide a sufficient specimen without medical explanation

Other

Previous Next Cancel

## Frequently Asked Questions

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- **Will I report violations that occurred prior to January 6, 2020 to the Clearinghouse?**
  - No, only violations that occur on January 6, 2020 or later.
- **How long is the violation information retained in the Clearinghouse?**
  - 5 years or until the follow-up testing plan is successfully completed, whichever is later.
- **Will a prospective employee's drug and alcohol violation history with other DOT modes be available in the Clearinghouse?**
  - No, the Clearinghouse will contain only drug and alcohol program violation information for employees subject to the testing requirements under the Federal Motor Carrier Safety Regulations in 49 CFR Part 382.
- **Can an MRO or employer report a drug and alcohol program violation if the driver is not registered for the Clearinghouse?**
  - Yes. The Clearinghouse will associate the violation with a driver's CDL information. This will be recorded even if the driver has not registered for the Clearinghouse.

## Frequently Asked Questions

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- **Can an MRO or SAP view drug and alcohol violation history of a driver?**
  - No, due to privacy requirements, this information is not shared with MROs or SAPs.
  - MROs and SAPs can review information they have reported.
- **Will an API (application programming interface) be available for an MRO to upload results into the Clearinghouse?**
  - No, at the initial launch an API will not be available for this function. FMCSA is considering this functionality.
- **Does the MRO receive a confirmation number when submitting information?**
  - A transaction ID will be displayed to the user.
- **How does an MRO Assistant enter information for an MRO into the Clearinghouse?**
  - Assistant receives an invitation to register for the Clearinghouse from the MRO
  - Assistant must complete their own registration for the Clearinghouse
  - Assistant can be associated with one or more MROs
  - MRO and Assistant will be able to view information that was entered by other MROs and Assistants at the same company



**Q&A**



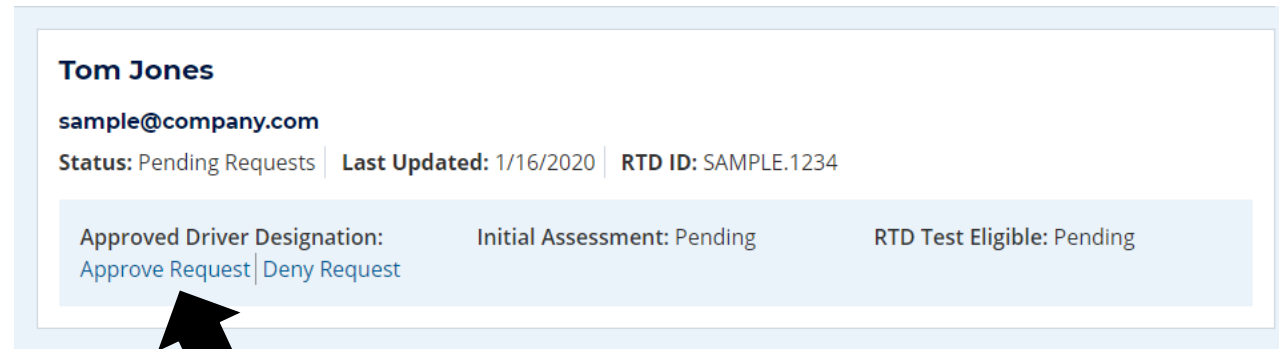
# Reporting RTD Information in the Clearinghouse

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## The Return-to-Duty (RTD) Process and the Clearinghouse

- The RTD process has not changed. However, employers, or their designated C/TPAs, and SAPs must now report select parts of the RTD process in the Clearinghouse, within specific timeframes.
- Before a SAP can report any information to the Clearinghouse, the SAP must be designated by a driver.
  - A driver should establish a relationship with a SAP prior to designating the SAP in the Clearinghouse.



The screenshot displays a user profile for Tom Jones with email sample@company.com. The status is 'Pending Requests', last updated on 1/16/2020, with an RTD ID of SAMPLE.1234. Below this, there are three status indicators: 'Approved Driver Designation: Approve Request | Deny Request', 'Initial Assessment: Pending', and 'RTD Test Eligible: Pending'. A black arrow points to the 'Approve Request' button.

<b>Tom Jones</b> sample@company.com Status: Pending Requests   Last Updated: 1/16/2020   RTD ID: SAMPLE.1234		
Approved Driver Designation: Approve Request   Deny Request	Initial Assessment: Pending	RTD Test Eligible: Pending

Click **Approve Request** button  
to confirm a driver request



## What RTD information do SAPs need to report in the Clearinghouse?

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- Date the driver's initial SAP assessment is completed
  - Must report in the Clearinghouse by the close of the business day following the initial assessment
- Date the SAP determines the driver is eligible for RTD testing
  - Must report by the close of the business day following a determination that the driver completed the RTD process

# Recording RTD Data – SAPs

- **Initial SAP assessment date**
  - Locate the appropriate driver in your driver list
  - Click the button to enter the date

**Tom Jones**  
**sample@company.com**  
**Status:** Initial Assessment | **Last Updated:** 1/22/2020 | **RTD ID:**SAMPLE.123

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Approved Driver Designation: 1/22/2020 (Sally Smith)      Initial Assessment: [Enter Date](#)



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CLEARINGHOUSE
✕

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**Date of Initial SAP Assessment**

Enter the date of the initial SAP assessment.

The steps of the RTD process must be completed in the correct order to be properly recorded in the Clearinghouse. Once the driver is eligible for RTD testing, be sure to report this to the Clearinghouse within the required timeframe. This will ensure that the driver's Clearinghouse status is kept up-to-date.

**Initial Assessment Date**

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.

Save
Cancel

## Recording RTD Data – SAPs

- **Date determined eligible for RTD testing**
  - Locate the appropriate driver in your driver list
  - Click the button to enter the date

**Tom Jones**  
sample@company.com  
Status: RTD Test Eligibility | Last Updated: 1/22/2020 | RT

Approved Driver Designation: 1/22/2020 (Sally Smith)	Initial Assessment: Smith)
---	-------------------------------

**DRUG & ALCOHOL CLEARINGHOUSE**

### Date of Determination of RTD Test Eligibility

Enter the date you determined that the driver demonstrated successful compliance as defined in [49 CFR Part 40, Subpart O](#), and was eligible for RTD testing under this part.

RTD Test Eligibility Date

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.

## Frequently Asked Questions

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- **Will a driver's follow-up testing plan be available in the Clearinghouse?**
  - No, follow-up testing plans will not be included in a driver's Clearinghouse record.
  - When a prospective employee has not completed a follow-up testing plan prescribed by the SAP, the subsequent new employer must obtain the follow-up testing plan from the previous employer, as required in § [382.413](#), and report the date the follow-up testing plan was completed.



**Q&A**



## NCCDB and the Clearinghouse

- **Complaints regarding the Clearinghouse will be submitted to NCCDB**
  - These complaints, along with other data sources, are used to make decisions about which entities FMCSA will investigate.
- **The following complaints can be submitted against MROs and SAPs:**

Submitted by	Complaint
Employer or designated C/TPA	MRO did not report the drug and alcohol program violation within 2 business days after making the determination or verification MRO did not report a change to the results report within 1 business day
Driver	SAP failed to report information to the Clearinghouse within the required timeframe (e.g., date of initial assessment, eligibility for return-to-duty testing) SAP unable to record information in the Clearinghouse (i.e., did not accept Clearinghouse request)

# Next Steps & More Information

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## Next Steps

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- Register in the Clearinghouse



Need help? Download the registration job aids for step-by-step instructions.

- Invite Assistants
- Update office procedures





**Q&A**



## For more information

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Visit <https://clearinghouse.fmcsa.dot.gov>

- Subscribe for email updates
- Read frequently asked questions
- Download the Clearinghouse factsheet
- Download the User Role card
- Download the User Brochures

Contact [clearinghouse@dot.gov](mailto:clearinghouse@dot.gov)



# Additional Information

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## Recording Violation Data - Employer

### ▪ Select type of violation

### Violation Information

Enter each violation separately. If you have multiple violations to enter for a single driver, you will be able to add another related violation at the end of this entry.

#### ALCOHOL VIOLATION

Alcohol concentration of **0.04 or greater** ⓘ

Refusal to take an alcohol test

Actual knowledge ⓘ of an alcohol violation

#### DRUG VIOLATION

Refusal to take a drug test

Actual knowledge ⓘ of a drug violation

What was the reason for the test?

Date of Test

# Frequently Asked Questions

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- **How does a driver change or remove inaccurate data?**
  - The driver may submit a petition via FMCSA's DataQs system
  - FMCSA will review petition and notify driver of decision to remove, retain, or correct information in the Clearinghouse and the reason for decision
  - If the driver believes a petition decision was made in error, he/she may submit a request for an Administrative Review
    - Request must include an explanation why he/she believes FMCSA made an error in their decision
    - Driver informed of decision
    - Decision will constitute as the final Agency action
  
- **What information may be challenged by the driver?**
  - The accuracy of the information reported
  - Report of employer's actual knowledge the driver received a traffic citation for driving a CMV while under the influence of drugs or alcohol if it did not result in a conviction
  - **Accuracy of test results and refusals may not be challenged**
  
- **Will an MRO be notified if information is removed from the Clearinghouse as a result of a petition?**
  - No, the information will not be distributed to the MRO

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FMCSA Federal Motor Carrier Safety Administration

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# REGISTER NOW

Registration is open for the Drug and Alcohol Clearinghouse.

To access the Clearinghouse once it is operational, authorized users will be required to request access from FMCSA by registering for the Clearinghouse. Registering this fall is the first step in ensuring you will be ready when the Clearinghouse is operational on January 6, 2020. [Learn more about Clearinghouse registration.](#)

Get Ready for Implementation: Register Today

Register

### Query Plans Available NEW for Purchase

Employers of CDL drivers can now purchase a query plan that will enable them to conduct queries beginning January 6, 2020.

Query plans may only be purchased from the FMCSA Clearinghouse website.

To conduct limited queries, employers must obtain consent outside the Clearinghouse. Download a sample limited consent form.

[Learn About Query Plans](#)

### Frequently Asked Questions

Check out the [FAQs page](#) with more than 50 questions and answers. Browse, search, or filter to find the information you need.

**How will authorized users access the Clearinghouse?**  
Authorized users must register and create an account to access the Clearinghouse.

**When will authorized users be able to register?**  
Authorized users may register now.

[Browse FAQs](#)

### Learning Center NEW

FMCSA has created a new centralized location for information about the Clearinghouse, including:

- Downloadable resources
- News and Events
- Links to additional resources from USDOT

Take a look and be prepared for January 6, 2020, when the Clearinghouse becomes fully operational and mandatory reporting begins.

[Visit the Learning Center](#)

FMCSA Federal Motor Carrier Safety Administration

Register Login

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## Register for the Clearinghouse now and be ready for implementation

**GOVERNMENT PERSONNEL**

FMCSA enforcement personnel and State Driver Licensing Agencies should not complete Clearinghouse registration. Log in using your FMCSA Portal credentials.

Authorized users must register to request access to information in the Clearinghouse. You will need to sign in with a login.gov account to begin your Clearinghouse registration.

**Need a login.gov account?** Click the link below to create your login.gov account.

**Already have a login.gov account?** Click the link below and sign in to your account.

[Go to login.gov](#)

### Why register now?

Don't wait! Registering now lets you complete the steps below so that you can be ready when the Clearinghouse is operational on January 6, 2020.

#### DRIVERS

Enter your CDL information and confirm all information is accurate in our database.

#### EMPLOYERS


Does a C/TPA manage your drug and alcohol testing program? Designate them today. Have an FMCSA Portal account? Link it with your Clearinghouse account.

#### SAPS & MROS

Invite Assistants from your company and get set up so you can record information as soon as the Clearinghouse is operational.



LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse



The FMCSA Drug & Alcohol Clearinghouse is using login.gov to allow you to sign in to your account safely and securely.

Email address

Password  Show password

**Sign In**

Don't have an account? **Create an account**

[Sign in with your government employee ID](#)

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[Back to The FMCSA Drug & Alcoho...](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse

STEP 1 OF 4

### Enter your email address

Email address

**Submit**

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[Cancel](#)

[Security Practices and Privacy Act Statement](#)

LOGIN.GOV

### Confirm your email

Thanks for creating an account. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

**Confirm email address**

[https://secure.login.gov/sign\\_up/email/confirm?\\_request\\_id=&confirmation\\_token=McsMEmUz2\\_8CdfG5vZCQ](https://secure.login.gov/sign_up/email/confirm?_request_id=&confirmation_token=McsMEmUz2_8CdfG5vZCQ)

Please do not reply to this message. If you need help, visit [www.login.gov/help](http://www.login.gov/help)

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[About login.gov](#) | [Privacy policy](#)

LOGIN.GOV

✔ You have confirmed your email address

### Create a strong password

It must be at least 12 characters long and not be a commonly used password. That's it!

Password  Show password

.....

Password strength: **Great!**

**Continue**

Password safety tips

The longer and more unusual the password, the harder it is to guess. So avoid using common phrases. Also avoid repeating passwords from other online accounts such as banks, email and social media.

Close

[Cancel account creation](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse

STEP 3 OF 4

### First authentication method setup (1 of 2)

Add a second layer of security so only you can sign in to your account.

You'll only use one authentication method to sign in, but we ask you to set up two. This makes sure you can still sign in if you lose access to one.


Select an option to secure your account:

- Phone**  
Get your security code via text message (SMS) or phone call
- Authentication application**  
Set up an authentication application to get your security code without providing a phone number
- Security key**  
Use a security key to secure your account
- Government employees**  
Use your PIV/CAC card to secure your account
- I don't have any of the above**  
You can use backup codes as your only authentication method. We'll give you 10 codes that you'll have to keep in a safe place.

**Continue**

[Cancel account creation](#)

LOGIN.GOV | The FMCSA Drug & Alcohol Clearinghouse



STEP 3 OF 4

### Send your security code via text message (SMS) or phone call

We'll send you a security code **each time you sign in**. Message and data rates may apply.

**Phone number**  
example: (201) 555-0123

How should we send you a code?

You can change this selection the next time you sign in. If you entered a landline, please select "Phone call" below.

Text message (SMS)  Phone call

**Send code**

[Choose another option](#)



LOGIN.GOV

The FMCSA Drug & Alcohol Clearinghouse



You successfully set up Phone as  
your first authentication method.



Next, you'll set up another method.

Continue

[Cancel account creation](#)

LOGIN.GOV

The FMCSA Drug & Alcohol Clearinghouse



You have created your account with  
login.gov

You can now log into **The FMCSA Drug &  
Alcohol Clearinghouse.**

Continue

This is the only information login.gov will share  
with **The FMCSA Drug & Alcohol Clearinghouse:**

✓ Email address

[Return to your login.gov profile](#)

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Federal Motor Carrier Safety Administration

[Register](#) [Login](#)

**DRUG & ALCOHOL CLEARINGHOUSE**

[FAQ](#) [About](#) [Contact](#)

**Thank you! You are now logged into your login.gov account.**  
Follow the steps below to complete your Clearinghouse registration.

1 **LOGIN.GOV**    2 **ROLE SELECTION**    3 **CONTACT INFORMATION**    4 **QUALIFICATIONS**    5 **TERMS & CONDITIONS**

### 2. Select Your Role

Use the menu below to select the type of user account you will need in the Clearinghouse.

**Employer**

**Driver**

**Consortium/Third Party Administrator (CTPA)**

**Medical Review Officer (MRO)**

**Substance Abuse Professional (SAP)**

**To complete your Clearinghouse registration you will need:**

- Your MRO license information
- Confirmation of required training and examination, and basic knowledge as defined in § 40.121

**Can you certify your MRO qualifications?**  
MROs who use this registration process will be required to self-certify their qualifications and confirm their credentials and basic knowledge, as required by § 40.121.

MROs can also invite users who will serve in an Assistant role. Assistants will enter violation information in the Clearinghouse on the MRO's behalf. MRO Assistants should not follow this registration process, but should wait to receive an email invitation from the MRO they will work under.

**Are you a credentialed MRO?**  
 Yes, I am a credentialed MRO.

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### 3. Contact Information

Enter your contact information below. All fields are required unless otherwise noted.

**Name/Phone/Email**

First Name

Middle Name (Optional)

Last Name

Phone Number  Type

Alternate Phone Number (Optional)  Type

Email Address (Login.gov Username)

**Company Information**

Affiliated Company Name

**Office Address**

Street

City

Country  State  ZIP Code

**Additional Address**  No additional address

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### 4. Qualifications (1 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

#### MRO License

You must possess either a Doctor of Medicine or Doctor of Osteopathy license, as defined in § 40.121. Select which type of license you have and where it was issued.

License Type:      
 Country:      
 State:  [+](#)

#### MRO Basic Knowledge Confirmation

You must confirm you possess the basic knowledge as described below, and as defined in § 40.121.

I confirm that I meet ALL of the MRO basic knowledge criteria listed below.

- I am knowledgeable about and have clinical experience in controlled substances abuse disorders, including detailed knowledge of alternative medical explanations for laboratory confirmed drug test results.
- I am knowledgeable about issues relating to adulterated and substituted specimens as well as the possible medical causes of specimens having an invalid result.
- I am knowledgeable about this part, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom you evaluate drug test results, and you must keep current on any changes to these materials.
- I am knowledgeable about part 49 CFR 40, the DOT MRO Guidelines, and the DOT agency regulations applicable to the employers for whom I evaluate drug test results, and I keep current on any changes to these materials. I subscribe to the [ODAPC list-serve](#).

DOT MRO Guidelines, and other materials are available from ODAPC (Department of Transportation, 1200 New Jersey Avenue, SE, Washington, DC 20590, 202-366-3784), or on the [ODAPC Web site](#).

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### 4. Qualifications (2 of 2)

To complete your MRO duties in the Clearinghouse, you must confirm your qualifications. All fields are required unless otherwise noted.

#### MRO Training and Examination

You must meet the MRO certification and training requirements as defined in § 40.121. Additionally, during each five-year period from the date on which you satisfactorily completed the examination, you must complete requalification training. Following your completion of requalification training, you must satisfactorily complete an examination.

I have satisfactorily completed MRO qualification training in ALL of the following subjects:

- Collection procedures for urine specimens;
- Chain of custody, reporting, and recordkeeping;
- Interpretation of drug and validity tests results;
- The role and responsibilities of the MRO in the DOT drug testing program;
- The interaction with other participants in the program (e.g., DERs, SAPs); and
- Provisions of this part and DOT agency rules applying to employers for whom you review test results, including changes and updates to this part and DOT agency rules, guidance, interpretations, and policies affecting the performance of MRO functions, as well as issues that MROs confront in carrying out their duties under this part and DOT agency rules.

I have satisfactorily completed an MRO examination administered by nationally-recognized MRO certification board or subspecialty board for medical practitioners in the field of medical review of DOT-mandated drug tests. The examination comprehensively covered all elements of qualification training listed above.

My MRO certification is up-to-date. This means it has either been less than 5 years since my initial examination, or I have completed requalification training and examination every 5 years since the initial examination.

#### MRO Documentation

Per § 40.121, you must maintain documentation showing that you currently meet all requirements of this section. You must provide this documentation on request to DOT agency representatives and to employers and C/TPAs who are using or negotiating to use your services.

I maintain documentation showing I meet all of the MRO License, Training and Examination qualifications listed above.

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## 5. Terms and Conditions

### FMCSA IT Rules of Behavior

As a user of the Federal Motor Carrier Safety Administration (FMCSA's) Drug and Alcohol Clearinghouse, I understand that I am personally responsible for the use and any misuse of my system account and password. I also understand that by accessing a U.S. Government information system, I must comply with the following requirements:

- The Drug and Alcohol Clearinghouse is authorized for official use only.
- The Drug and Alcohol Clearinghouse may not be used (i) for a purpose that violates any Federal law; (ii) for mass mailings of personal messages/statements; (iii) for commercial purposes, financial gain, or to support "for profit" non-Government activities; or (iv) to engage in any DOT or FMCSA-discrediting activities (e.g., gambling; viewing of adult content). "FMCSA-discrediting activities" also include seeking, transmitting, collecting, or storing defamatory, discriminatory, obscene, harassing, or intimidating messages or materials.
- FMCSA reserves the right to monitor the activity of any machine connected to its infrastructure.
- Drug and Alcohol Clearinghouse is the property of the Federal Government and FMCSA owns the data stored in this system.
- Non-public information that was obtained via the Drug and Alcohol Clearinghouse may not be divulged outside of authorized channels without the express permission of the owner of that information.
- Any activity that violates Federal laws for information protection (e.g., hacking, spamming) is prohibited.
- Users must lock the computer if they are away from the desk and use a password-protected screensaver to automatically lock the computer.
- Drug and Alcohol Clearinghouse accounts are linked to your login.gov profile solely for the use of the individual for whom they were created. Your login.gov passwords or any other authentication mechanisms **must never** be shared or stored in **printed form** in any place accessible. If stored **digitally**, a password must not be stored in a clear-text or a readable format. You may store your login.gov "just in case" information in printed or digital form.
- The Drug and Alcohol Clearinghouse uses login.gov to authenticate you. Login.gov has password format requirements and a password expiration policy that must be followed. Login.gov passwords do not expire because login.gov uses multi-factor authentication. Multi-factor authentication expires every 30 days. See <https://www.login.gov/help/signing-in/how-to-turn-off-two-factor-authentication/> for more information.
- Any security problems or password compromises must be reported immediately to the FMCSA Information System Security Manager at [FMCSASecurity@dot.gov](mailto:FMCSASecurity@dot.gov).
- Users must protect all confidential/sensitive and privacy information from disclosure.
- Hard copies of confidential/sensitive and privacy information must be shredded and destroyed.
- I agree to accept any written communication from FMCSA relating to my participation on Drug and Alcohol Clearinghouse by electronic mail at the email address(es) I provide to FMCSA. Such electronic communication shall be complete upon its transmission by FMCSA.
- I understand that Federal law provides for punishment under Title 18 of the U.S. Code, including a fine and up to 10 years in prison for the first offense for anyone who:
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains information that requires protection against unauthorized disclosure.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and impacts the Government's operation, including availability of that system.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and alters, damages, or destroys information therein.
  - Intentionally accesses a Government information system without authorization, or exceeds authorized access, and obtains anything of value.
- Prevents authorized use of a Government information system.
- Users must only use Sensitive Personally Identifiable Information (SPII) on encrypted laptops, mobile devices, and storage media devices. SPII is a subset of PII which if lost, compromised or disclosed without authorization, could result in substantial harm, embarrassment, inconvenience, or unfairness to an individual, (e.g., DoB, SSN, and Driver's License).
- Users of FMCSA IT systems using non-FMCSA furnished equipment to access FMCSA IT systems must install and maintain antivirus and anti-spyware tools on said equipment.

### Drug and Alcohol Clearinghouse Terms of Use

I am capable and willing to comply with the requirements under of 49 CFR 382 Subpart G, Requirements and Procedures for Implementation of the Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse).

I agree to accept any written communication from FMCSA relating to the Clearinghouse by electronic mail at the email address(es) I provide to FMCSA or by physical letters sent via United States Postal Service, including any notice of proposed removal from the Clearinghouse and any information addressing my obligations as an authorized user of the Clearinghouse. Such communication shall be considered complete upon its transmission by FMCSA.

I understand that by utilizing the Clearinghouse, I am participating in covered transactions and am required to comply with the suspension and debarment regulations at 2 C.F.R. part 180 and that I am required to comply with the regulations at 49 CFR part 382. I certify that I will comply with the information use and disclosure requirements set forth in 49 C.F.R. part 382. I agree that I will not access information in the Clearinghouse without authorization; share, distribute, publish, or otherwise release information unless specifically authorized by law; and I will not report inaccurate or misleading information to the Clearinghouse. I understand that by submitting information to the Clearinghouse I am participating in covered transactions and that submitting false or misleading statements may subject me to administrative, civil, or criminal penalties, including prosecution under 18 U.S.C. § 1001 or government-wide suspension and debarment under 2 C.F.R. part 180. I understand that failure to comply with the Clearinghouse Rules of Behavior and Terms of Use may result in revocation of my Clearinghouse registration under 49 C.F.R. § 382.713.

I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).

I affirm that all the information provided is true and accept all of the terms above.

Previous I Agree Cancel

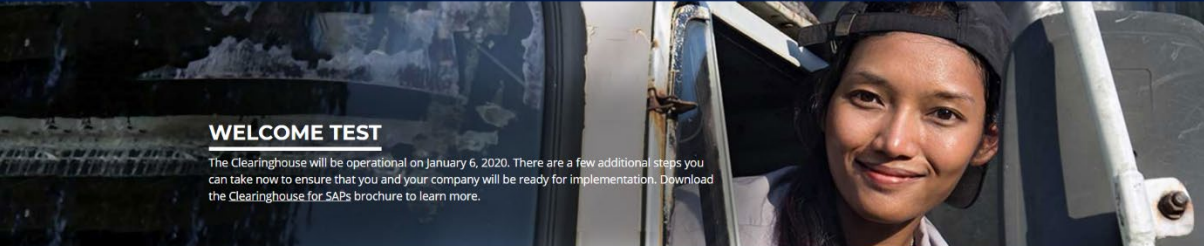
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## WELCOME TEST

The Clearinghouse will be operational on January 6, 2020. There are a few additional steps you can take now to ensure that you and your company will be ready for implementation. Download the Clearinghouse for SAPs brochure to learn more.

### Invite an Assistant

Will other employees report dates of drivers' initial assessments or eligibility for RTD testing in the Clearinghouse on your behalf? You will need to send them an invitation to register for the Clearinghouse in an Assistant role.

Invite an Assistant

### Learn More

Browse or search the Clearinghouse FAQs to find information to help you get ready for January 6, 2020.

Read the FAQs

### Edit Profile

Make updates to the details you entered during your Clearinghouse registration.

Edit Profile

## Download the Clearinghouse Brochure for SAPs

Want to learn more about how you will use the Clearinghouse beginning January 6, 2020? Download a PDF version of the Clearinghouse brochure designed specifically to help SAPs prepare for implementation.

Download

## Coming Soon


**JANUARY 6, 2020**  
Clearinghouse Fully Operational

- Accept requests from drivers to act as their designated SAP in the Clearinghouse
- Report dates of drivers' initial assessments
- Report dates you determine drivers are eligible for RTD testing

U.S. DEPARTMENT OF TRANSPORTATION  
Federal Motor Carrier Safety Administration  
1200 NEW JERSEY AVENUE, SE  
WASHINGTON, DC 20590  
855-368-4200

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Resources for Drivers  
FOIA  
Languages  
DOT Transportation Library  
Fastlane Blog  
FMCSA Portal

Privacy Policy  
Accessibility  
DOT Web Policies & Notices  
BusinessUSA  
Buy America  
Civil Rights  
No Fear Act Data  
OIG Hotline  
Recovery Act  
USA.gov  
WhiteHouse.gov  
Open Government





## DRUG & ALCOHOL CLEARINGHOUSE



### Invite User

You can invite users to create a Clearinghouse Assistant account associated with your company. Enter the user's email address to generate and send the invitation. Only individuals authorized to enter information in the Clearinghouse on behalf of you and/or your company should be invited.

Email Address

Send Invite

Cancel

### Invite an Assistant

Other employees or contractors who will be operating your vehicle on your behalf? You will need to send them an invitation to register for the Clearinghouse in an Assistant Account.

Invite an Assistant

you get ready for January 6, 2020.

Read the FAQs

### Profile

updates to the details you provided during your Clearinghouse registration.

Edit Profile