DRUG & ALCOHOL
CLEARINGHOUSE

How Do I Use the Clearinghouse?

Individuals subject to the Clearinghouse regulations are required to complete the actions listed below.

	DRIVER	EMPLOYER	CONSORTIUM/THIRD-PARTY ADMINISTRATOR (C/TPA)	MEDICAL REVIEW OFFICER (MRO)	SUBSTANCE ABUSE PROFESSIONAL (SAP)
Register as user	✔	✔	✔	✔	✔
Manage assistants (optional)		✔	✔	✔	✔
Select C/TPA*		✔			
Request driver consent for queries		✔	✔		
Consent to full query requests	✔				
Query driver violation information		✔	✔		
Report drug and alcohol program violations		✔	✔	✔	
Select SAP †	✔				
Report on RTD initial assessment, eligibility for RTD testing					✔
Report on RTD and follow-up testing		✔	✔		

* Selecting a C/TPA is required for an employer who employs him/herself as a driver (owner-operator). For all other employers, this is optional.

† A driver would only need to select a SAP if they have a drug or alcohol violation in the Clearinghouse and enter the return-to-duty (RTD) process.