Federal Motor Carrier Safety Administration

DRUG & ALCOHOL
CLEARINGHOUSE

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
Prospective/Current Employer of CDL Driver	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 § 40.261	
	Refusal to test (drug) not requiring a determination by the MRO as specified in 49 CFR § 40.191	
	Actual knowledge of a drug or alcohol violation, as defined in 49 CFR § 382.107	
MRO	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. 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.
	Refusal to test (drug) requiring a determination by the MRO as specified in 49 CFR § 40.191	

U.S. Department of Transportation
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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.**
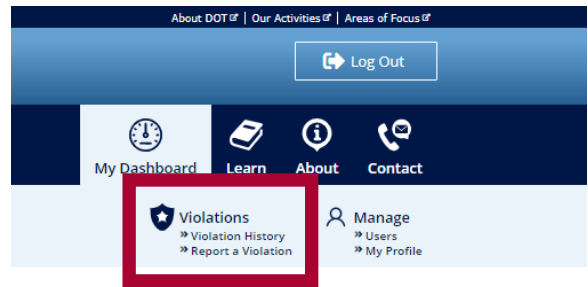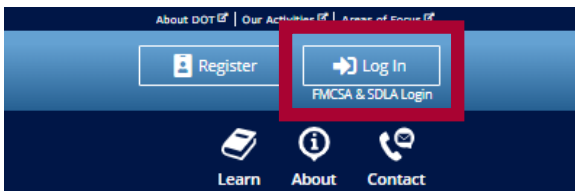
2 **Enter the Employer Information**

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.

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

Date of Birth

month ▼   day   year

Driver CDL Number ℹ   Country of Issuance   State of Issuance

number   country ▼   state ▼

Previous   Verify Driver Information   Cancel

❌ **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.

4 Enter the Violation Information

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

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)

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 ✏️

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: | CDL/CLP#:
Country: | State:

Violation Information ✏️

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

☑ 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]

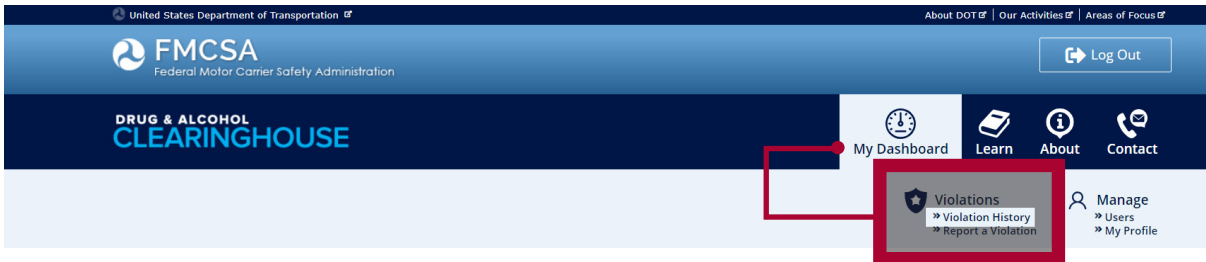If you select **Yes,** you will be taken back to the Driver Information screen.

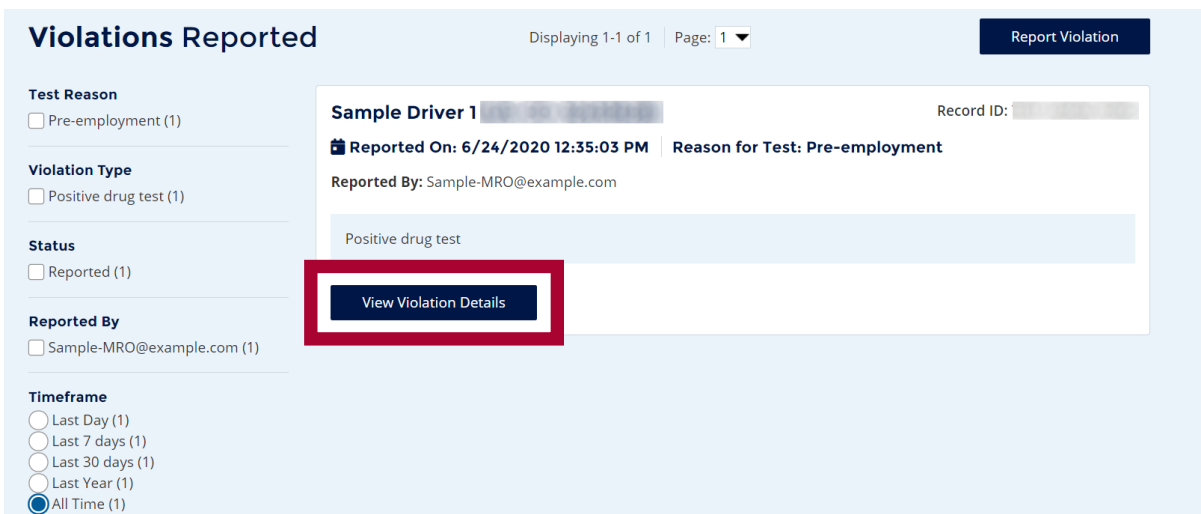If you select **No,** you will be directed to your Violations History page.

How to Edit a Reported Violation

If you have entered a violation in error, you can submit a request to have the violation removed.

Under **My Dashboard,** go to **Violations** and access your **Violation History.**

Locate the violation and click **View Violation Details.**

Click **Request to Remove Violation**

Violation Details

Request to Remove Violation

Employer of Driver
Sample Employer (USDOT)

LEARN MORE
■ The Return-to-Duty Process

Driver Information
Sample Driver 1
DOB: CDL/CLP#:
Country: State:

Violation Information
Record ID:
Type of Violation: Positive drug test
Test Date: 6/24/2020   Verified Result: 6/24/2020
Reason for Test: Pre-employment
Specimen ID Number:
Tested Positive For: Marijuana Metabolite (Δ9-THCA)

Test Results Entered By
Sample MRO, (Sample-MRO) (6/24/2020 12:35:03 PM)

In the pop up window, **enter the reason** the violation needs to be removed and click **Request to Remove Violation.**

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Request for Violation Removal

Enter the reason why you need this violation removed in the box below. This will send a request to FMCSA. If approved, FMCSA will remove the violation from the Clearinghouse.

Reason for violation removal:

Request to Remove Violation   Cancel

FMCSA will review the request and, if approved, remove the violation from the Clearinghouse.