

Federal Motor Carrier Safety Administration

DRUG & ALCOHOL CLEARINGHOUSE



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.](#)

Responsible Reporting Entity	RTD Information Reported to the Clearinghouse	Timeframe for Reporting
Designated SAP	Date of initial SAP assessment	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.
	Date the driver is determined eligible for RTD testing	
Employer of CDL Driver	Negative RTD test result(s)	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.
	The date the driver's follow-up testing plan* is successfully completed	

*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.

1 Log In and Access the Dashboard

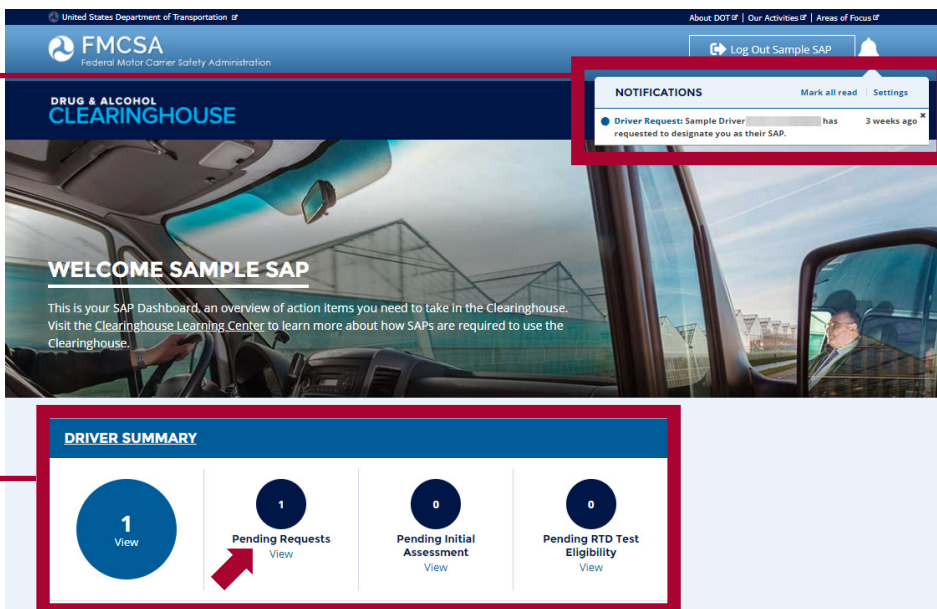
Visit <https://clearinghouse.fmcsa.dot.gov>. Click **Log In** and access the Clearinghouse using your login.gov username and password.

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.



2 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.



3

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.

1

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.

Status

- ☐ Pending Requests (0)
- ☐ Pending initial assessment (1)
- ☐ Pending RTD test eligibility (0)
- ☐ Completed final evaluation (1)

Sample Driver1
sample-driver1@example.com
Status: Pending initial assessment | Last Updated: 5/4/2020 | RTD ID:

Approved Driver Designation: Request Sent: 5/4/2020
Request Approved: 5/4/2020

Initial Assessment: Enter Date

RTD Test Eligible: Pending

Sample Driver2
sample-driver2@example.com
Status: Completed final evaluation | Last Updated: 4/29/2020 | RTD ID:

Approved Driver Designation: Request Sent: 3/14/2020
Request Approved: 3/14/2020

Initial Assessment: Completed: 3/15/2020
Reported: 3/15/2020
Reported by: Sample SAP

RTD Test Eligible: 4/29/2020 (Sample SAP)

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**.

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

Sample Driver
sample-driver@example.com
Status: Pending initial assessment | Last Updated: 5/4/2020 | RTD ID:

Approved Driver Designation: Request Sent: 5/4/2020
Request Approved: 5/4/2020

Initial Assessment: Enter Date

RTD Test Eligible: Pending

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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 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**



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**.

Sample Driver
sampledriver@example.com
Status: Pending RTD test eligibility | Last Updated: 5/16/2020 | RTD ID: [Redacted]

Approved Driver Designation: Request Sent: 5/4/2020 Request Approved: 5/4/2020	Initial Assessment: Completed: 5/5/2020 Reported by: Sample SAP Remove Assessment	RTD Test Eligible: Enter Date
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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**.

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Date of Determination of RTD Test Eligibility
Enter the date you determined that the driver demonstrated successful compliance as required by 49 USC 521(b)(4) and 49 CFR 391.23(b)(4).

RTD Test Eligibility Date: [Text Field]

☒ 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**

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**.

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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: [Text Field]

This information is required to be entered by the close of the business day following the initial SAP assessment. Enter the reason this information is being entered past this deadline.

[Text Area]

☒ 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**



3

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.

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Date of Initial SAP Assessment

Success
The date of the driver's initial SAP assessment has been recorded.

OK

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.

Sample Driver

sampledriver@example.com

Status: Completed final evaluation | Last Updated: 5/15/2020 | RTD ID: [REDACTED]

Approved Driver Designation: Request Sent: 5/4/2020 Request Approved: 5/4/2020	Initial Assessment: Completed: 5/5/2020 Reported by: Sample SAP	RTD Test Eligible: 5/15/2020 (Sample SAP) Remove
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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**.

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Remove RTD Eligible Date

Warning
You are about to clear the **RTD eligible date** you entered previously.
You must enter the reason why you are removing this information from the Clearinghouse.

Reason for removal:

Submit Cancel



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.

Sample Driver
sampledriver@example.com
Status: Pending RTD test eligibility | Last Updated: 5/16/2020 | RTD ID:

Approved Driver Designation:
Request Sent: 5/4/2020
Request Approved: 5/4/2020

Initial Assessment:
Completed: 5/5/2020
Reported by: Sample SAP
[Remove Assessment](#)

RTD Test Eligible: [Enter Date](#)

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

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Remove Initial Assessment Date

You are about to clear the **initial assessment date** you entered previously. You must enter the reason why you are removing this information from the Clearinghouse.

Reason for removal:

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.