

DRUG & ALCOHOL CLEARINGHOUSE

Town Of Kernersville

The Where, What, Why, Who, When and How...



Where did this mandate come from?



U.S. Department of Transportation
Federal Motor Carrier Safety Administration

- USDOT
- FMCSA Safety Act 1986
- State of NC law 1989

- 2016 Drug and Alcohol Clearinghouse created
- 1/6/20 Clearinghouse database goes live
- Local Municipalities



What is the Clearinghouse?

Secure online database that contains:

- Records of violations of FMCSA's drug and alcohol testing program
 - Positive drug or alcohol test results
 - Test refusals
- Return-to-duty (RTD) status and process completion
- Follow-up testing plan completion

- ☑ Record
- ☑ Consent
- ☑ Query
- ☑ Safety

Ensure driver's information remains secure as required by federal mandates.

All users are required to have their own unique username and password.

Why the Clearinghouse?

Volodymyr Zhukovskyy

Age 23






Multiple alcohol and drug violations in 6 different states.

Killed 7 motorcyclists in NH June 21, 2019.



- Requires all Employers and MRO's to report drug and alcohol violations or tests to the Clearinghouse database.
- Allows future or current employers to view instances of violations or repeat offenses.
- Previous and current employers can face fines for not reporting these required violations.
- Reduces the instances of these horrific events

Who is required to use the Clearinghouse?

-  Drivers who hold a commercial driver's license (CDL) or commercial learner's permit (CLP)
-  Employers of CDL drivers who operate commercial motor vehicles (CMVs)
-  Consortia/third-party administrators (C/TPAs)
-  Medical review officers (MROs)
-  Substance abuse professionals (SAPs)



Requirements

Employers must:

- Query database : Pre-employment and annual requirements
- Report violations
- Complete return to duty (RTD) testing on the employee



Employees must:

- Give consent for queries
- Manual consent for limited queries
- Online consent for full queries

Medical Review Officers (MRO's) must:

- Report positive alcohol or drug screens
- Refusal to submit to a screening or test

Substance Abuse Professional must:

- Report program treatment and RTD readiness

What actions will users be required to take in the Clearinghouse?

	Register as user	Manage Assistants (optional)	Select C/TPA*	Request driver consent for full 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 test	Report on RTD and follow-up testing
DRIVER	✓				✓			✓		
EMPLOYER	✓	✓	✓	✓		✓	✓			✓
C/TPA	✓	✓		✓		✓	✓			✓
MRO	✓	✓					✓			
SAP	✓	✓							✓	

Employer Responsibility...

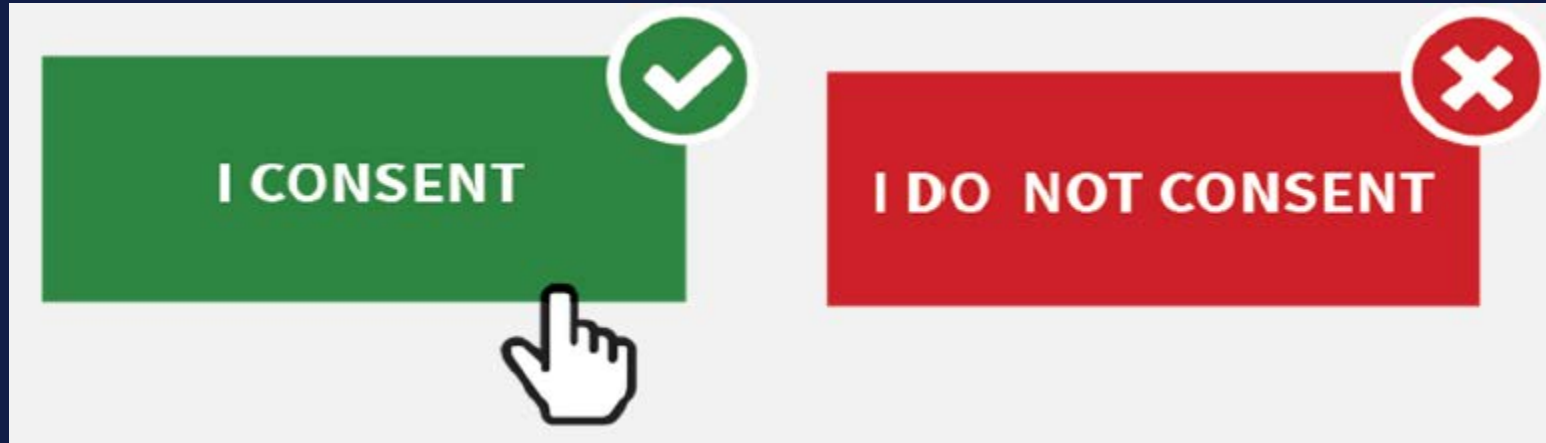


Employers must report any of the following:

- Driver receives a positive drug test
- Driver receives an alcohol confirmation test result of .004 or higher alcohol concentration
- If an employee refuses to submit to a drug or alcohol test
- Driver used alcohol prior to a post-accident alcohol test
- The employer has actual knowledge that a driver has:
 - Used alcohol while performing safety sensitive functions
 - Used alcohol within four hours of performing safety sensitive functions
 - Used a controlled substance



Employee Responsibility...



- 1) CDL drivers will need to register for the Clearinghouse
- 2) Consent to employer queries
- 3) Review your record (if any)
- 4) Petition for inaccurate information to be removed from your records if applicable



When - Positive Alcohol or Drug Test Screening...

- MRO
 - Must report to the Clearinghouse within 2 days
- Employer
 - Required to report the result to the Clearinghouse within 3 days
 - Meets with employee to discuss job and DOT requirements
 - Determines the RTD process is completed
- Employee
 - Sets up Substance Abuse Professional (SAP) contact in their Clearinghouse account
 - Completes the requirements for successful return to duty (RTD) process - **Unable to drive until completed**
 - **Responsible for all treatment program costs**

When? - Employees will need to:

- ☒ • Complete this training to understand the Clearinghouse
- ☒ • Sign the training acknowledgment
- ☐ • Register in the Clearinghouse by following the detailed registration instructions by **September 15, 2020**
- ☐ • Consent to employer queries
 - ☒ • Fill out and sign the annual (limited) query form
 - ☐ • Provide online consent for full query if contacted
- ☐ • Contact Angie should you have any questions or issues



Employees' failure to provide needed consent, will result in removal from safety sensitive functions.

How? – Employee Registration in login.gov (detailed instructions)

You must complete the registration process before you can respond to employer consent requests or access your driver record in the FMCSA Commercial Driver's License Drug and Alcohol Clearinghouse. The instructions below are for a driver who holds either a commercial driver's license (CDL) or commercial learner's permit (CLP).

During the login.gov registration process, after 15 minutes of inactivity, the current page will clear whatever information is entered into data fields.

Create a Login.gov Account

Accessing the Clearinghouse requires the creation of an account with login.gov, a shared service that offers secure online access to participating government systems, including the Clearinghouse. If you do not have a login.gov account, or would like to create a new one, you will need to follow the steps below.

1

Visit <https://clearinghouse.fmcsa.dot.gov/register> and click **Go to login.gov**.

FMCSA
Federal Motor Carrier Safety Administration

**DRUG & ALCOHOL
CLEARINGHOUSE**

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

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.

Go to login.gov

GOVERNMENT PERSONNEL

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



DRIVERS

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

2

On the login.gov sign in screen, click **Create an account**.

Or, if you already have a login.gov account, enter your email address and password on this screen, click **Sign In** and go to step 10.



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

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User login](#)

Email address

Password

☐ Show password

Sign In

Don't have an account? [Create an account](#)

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

3

Enter your email address and click **Submit**. This is the email address the Clearinghouse will use to send you notifications about your Clearinghouse account. This email address will also be used to identify you in the Clearinghouse, and cannot be modified.

Are you FMCSA or State Driver Licensing Agency personnel?
FMCSA enforcement and SDLA staff do not need to create a login.gov account to access the Clearinghouse. This includes staff from Departments of Motor Vehicles.
[Visit the Government User login](#)

STEP 1 OF 4

Enter your email address

Email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#)

4

Check your email and open the email from **no-reply@login.gov**, with the subject line **Confirm your email**.

Click **Confirm email address**, or copy and paste the link into a web browser.

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. 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://www.login.gov/_/email/confirm/44fa-a045-98ec5c5d5f3c&confirmation_token=qypG7-nNNQbu7f9T1y7A](#)

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

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

5

Create a password. This password must be at least 12 characters long. If the password you enter is not strong enough, you will not be able to continue. Enter a strong password and click **Continue**.

The screenshot shows the 'Create a strong password' step, which is the second of four steps. At the top, there's a confirmation message: 'You have confirmed your email address'. Below this, the heading 'Create a strong password' is followed by the instruction: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. A password input field is shown with a 'Show password' toggle. The password entered is masked with dots. Below the input field, a green progress bar indicates the password strength is 'Great!'. A blue 'Continue' button is at the bottom. At the very bottom, there's a link to 'Password safety tips' and a link to 'Cancel account creation'.

LOGIN.GOV | DRUG & ALCOHOL CLEARINGHOUSE

✓ You have confirmed your email address

STEP 2 OF 4

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 +

[Cancel account creation](#)

6

Select an option to secure your account and click **Continue**.

Login.gov requires the completion of a user verification process to ensure the proper person is using those credentials. Follow the instructions for the method you select.

The screenshot shows the 'First authentication method setup' step, which is the third of four steps. It offers five options to secure the account: Phone, Authentication application, Security key, Government employees, and I don't have any of the above. Each option has a brief description of how it works. A blue 'Continue' button is at the bottom. At the very bottom, there's a link to 'Cancel account creation'.

LOGIN.GOV | 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](#)

7

Enter your security code and click **Submit**. This code will be provided via the method you selected. The screenshot below illustrates the SMS phone method.

LOGIN.GOV

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STEP 3 OF 4

Enter your security code

We sent a security code to +1 123-456-7890 This code will expire in 10 minutes.

One-time security code

Submit Get another code☐ Remember this browser

Entered the wrong phone number? [Use another phone number](#)

[Choose another option](#)

8

Once you have completed setting up your first authentication method, you will be prompted to set up a second authentication method. You'll only use one authentication method to sign in, but you will need to set up two methods in case you lose access to one. **Repeat steps 6 and 7 to set up your second method.**

LOGIN.GOV

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You successfully set up Phone as your first authentication method.

Next, you'll set up another method.

Continue[Cancel account creation](#)

9

You have created your login.gov account. Click **Continue** to return to the Clearinghouse website and complete your Clearinghouse registration.

LOGIN.GOV

DRUG & ALCOHOL
CLEARINGHOUSE

You have created your account with login.gov

You can now sign in to The FMCSA Drug & Alcohol Clearinghouse.

Continue

This is the only information login.gov will share with DOT:

How? – Employee Registration in the Clearinghouse (detailed instructions)

Register for the Clearinghouse

Once you have a login.gov account, you can complete your registration in the Clearinghouse. Follow the steps below.

10

Select your role (**driver**), and click **Next**.

If you are a self-employed CDL driver, do not register as a driver. You will need to register as an employer and, when prompted, identify yourself as an owner-operator (that is, an employer who employs himself or herself as a CDL driver, typically a single-driver operation). [View the registration instructions for employers](#)

If you are unsure if you are covered by the Clearinghouse rule, see the box labeled “Are you covered by DOT Drug and Alcohol Testing Regulations?” and click **Find out**.

The screenshot shows the FMCSA Clearinghouse registration interface. At the top, there's a navigation bar with the FMCSA logo and links for Register and Login. Below this is a section titled "DRUG & ALCOHOL CLEARINGHOUSE" with links for FAQ, About, and Contact. A progress bar indicates five steps: 1. LOGIN.GOV, 2. ROLE SELECTION, 3. CONTACT INFORMATION, 4. CDL, and 5. TERMS & CONDITIONS. Step 2, "2. Select Your Role", is the current step. It instructs users to select the type of user account they need. There are five role options, each with an icon and a radio button: Employer, Driver, Consortium/Third-Party Administrator (CTPA), Medical Review Officer (MRO), and Substance Abuse Professional (SAP). The "Driver" option is selected and highlighted with a red box. Below the role selection, there's a section titled "To complete your Clearinghouse registration you will need:" with a checklist item "Your commercial driver's license (CDL) information" which is marked as complete. At the bottom, there's a question "Are you a self-employed driver?" with a yellow warning icon.



Are you a self-employed driver?

If you employ yourself as a CDL driver, you should register in the Clearinghouse as an employer. When asked, you should indicate in your registration that you are an owner-operator (that is, an employer that employs himself or herself as a CDL driver, typically a single-driver operation). Once you register as an employer, you will have the option to add your CDL information.

Are you covered by DOT Drug and Alcohol Testing Regulations?

Find out

The screenshot shows a portion of the registration page with a "Next" button highlighted by a red box. To the right of the "Next" button is a faint "Cancel" button.

11

Enter your contact information and click **Next**. All fields are required unless otherwise noted. Your email address will be pre-filled with your login.gov username and cannot be modified.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

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)

Address (Physical)

Street

City

Country

State

ZIP Code

Address (Mailing)

☒ Same as Physical Address

Preferred Contact Method

☒ Email

Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail

Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous

Next

Cancel

12

Choose your preferred contact method:

Preferred Contact Method

☒ Email

Receive instant notifications when your information is updated in the Clearinghouse. Selecting this option will help you avoid unnecessary delays in responding to time-sensitive requests.

☐ U.S. Mail

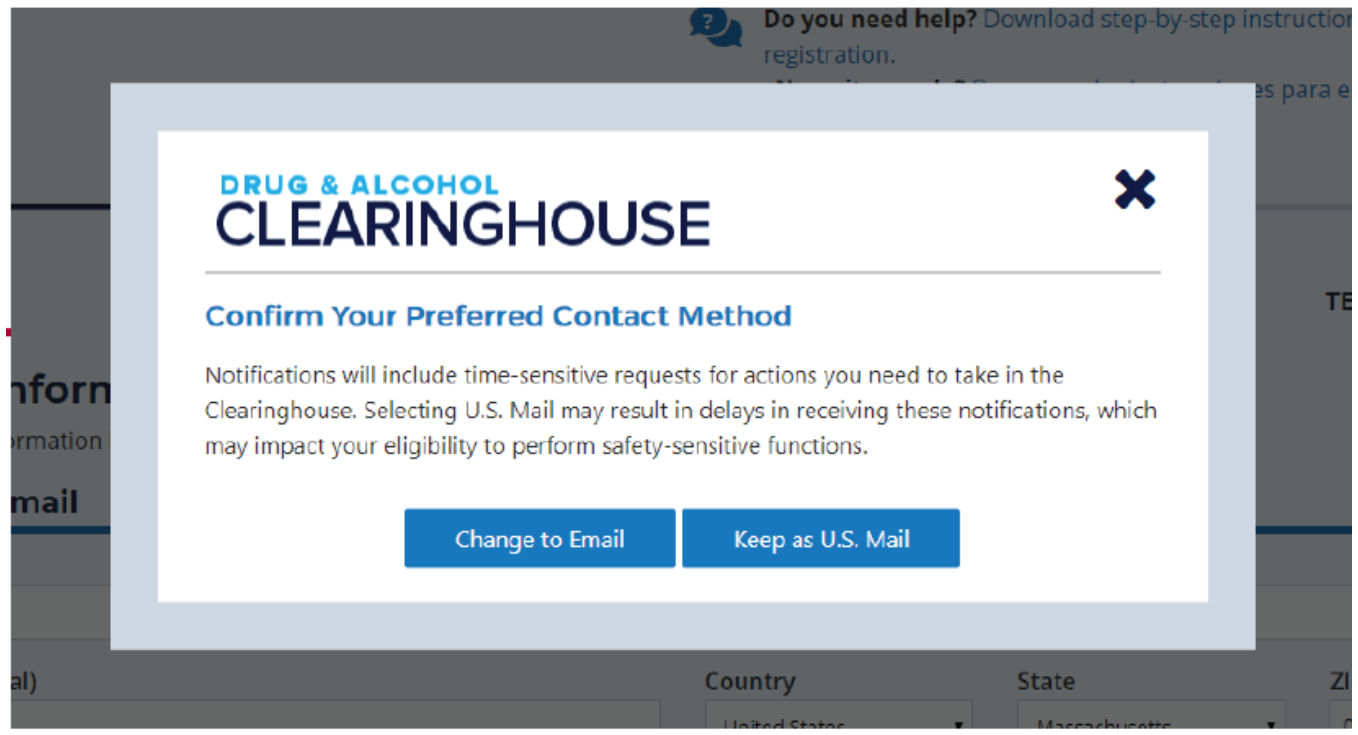
Letters will be sent via the United States Postal Service 3-4 business days after your information has been updated. Please allow two weeks for delivery.

Previous

Next

Cancel

If you select U.S. Mail, you will see a message asking you to confirm this selection. Keep in mind that notifications will include time-sensitive requests for actions you need to take in the Clearinghouse. Selecting U.S. Mail may result in delays in these notifications, which may impact your eligibility to perform safety-sensitive functions. Select either **Change to Email** or **Keep as U.S. Mail**.



13

Enter your **current** commercial driver's license (CDL) or commercial learner's permit (CLP) information. Click **Verify**. The Clearinghouse will verify this information against information in the Commercial Driver's License Information System (CDLIS).

United States Department of Transportation

About DOT | Our Activities | Areas of Focus

FMCSA
Federal Motor Carrier Safety Administration

Register Login

**DRUG & ALCOHOL
CLEARINGHOUSE**

FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

1 2 3 4 5

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ.

First Name
Sam

Last Name
Jones

Country
United States

State
Alabama

CDL Number
1234567

Date of Birth
January (01) 1 1955

Previous Verify Cancel

14

Once your CDL Information is verified, you will not be able to edit it. Click **Next**.

United States Department of Transportation

FMCSA
Federal Motor Carrier Safety Administration

Register Login

DRUG & ALCOHOL
CLEARINGHOUSE

FAQ About Contact

Do you need help? Download step-by-step instructions for driver registration.
¿Necesita ayuda? Descargue las instrucciones para el registro de conductores.

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION CDL TERMS & CONDITIONS

Success!
We have verified your CDL information.

4. Commercial Driver's License Information

Enter your **current** commercial driver's license (CDL) information below. This information will be verified against your information in the Commercial Driver's License Information System (CDLIS) ⓘ

First Name Sam	Last Name Jones
Country United States	State AAMVA Test System - Z6
CDL Number 1234567	Date of Birth August (08) 16 1977

Previous **Next** Cancel

If the Clearinghouse cannot not verify your CDL information, you will be asked to check that you entered it correctly. Make any necessary corrections and click **Verify** again. You will have two chances to enter this information.

If your CDL information cannot be verified, you will need to contact your State Driver Licensing Agency to resolve any potential issues. You may continue with your Clearinghouse registration, but you will not be able to review your driver record or respond to employer consent requests until your CDL information has been verified. You can update this information under "My Profile" in your Dashboard, once your Clearinghouse registration is complete.

To continue and complete your registration, click **Next**.

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Review the Clearinghouse terms and conditions.

The screenshot shows the FMCSA Drug & Alcohol Clearinghouse registration progress page. At the top, the United States Department of Transportation logo and FMCSA Federal Motor Carrier Safety Administration logo are visible. Navigation links for Register and Login are present. The main heading is 'DRUG & ALCOHOL CLEARINGHOUSE'. A progress bar shows five steps: LOGIN.GOV, ROLE SELECTION, CONTACT INFORMATION, CDL, and TERMS & CONDITIONS. The fifth step, TERMS & CONDITIONS, is currently active and highlighted with a blue circle containing the number 5. Below the progress bar, the section is titled '5. Terms and Conditions' and 'FMCSA IT Rules of Behavior'. The text states: 'As a user of the Federal Motor Carrier Safety Administration (FMCSA) 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:'. A help bubble icon is visible above the progress bar.

Check the box to confirm that you agree to the terms and conditions and click **I Agree**.

The screenshot shows a confirmation box for the FMCSA IT Rules of Behavior. It contains the text: 'I accept the FMCSA Privacy Policy (see <https://www.transportation.gov/dot-website-privacy-policy>).'. Below this is a checkbox and the text: 'I affirm that all the information provided is true and accept all of the terms above.'. At the bottom, there are three buttons: 'Previous', 'I Agree', and 'Cancel'. The 'I Agree' button is highlighted with a red box.

Your Clearinghouse registration is complete.

You will be directed to your Dashboard, a logged-in home page for your Clearinghouse activity. This is where you will come to respond to employer consent requests, review your Clearinghouse record, and make changes to your Clearinghouse account.

Your registration is now completed for both login.gov and the FMCSA Clearinghouse.

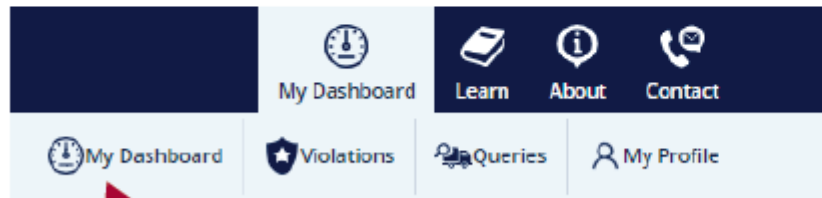
Should you get a notification for a query request, you will need to log in and follow the steps on the next few slides.

How? – Employee Responding to a Consent Request (detailed instructions)

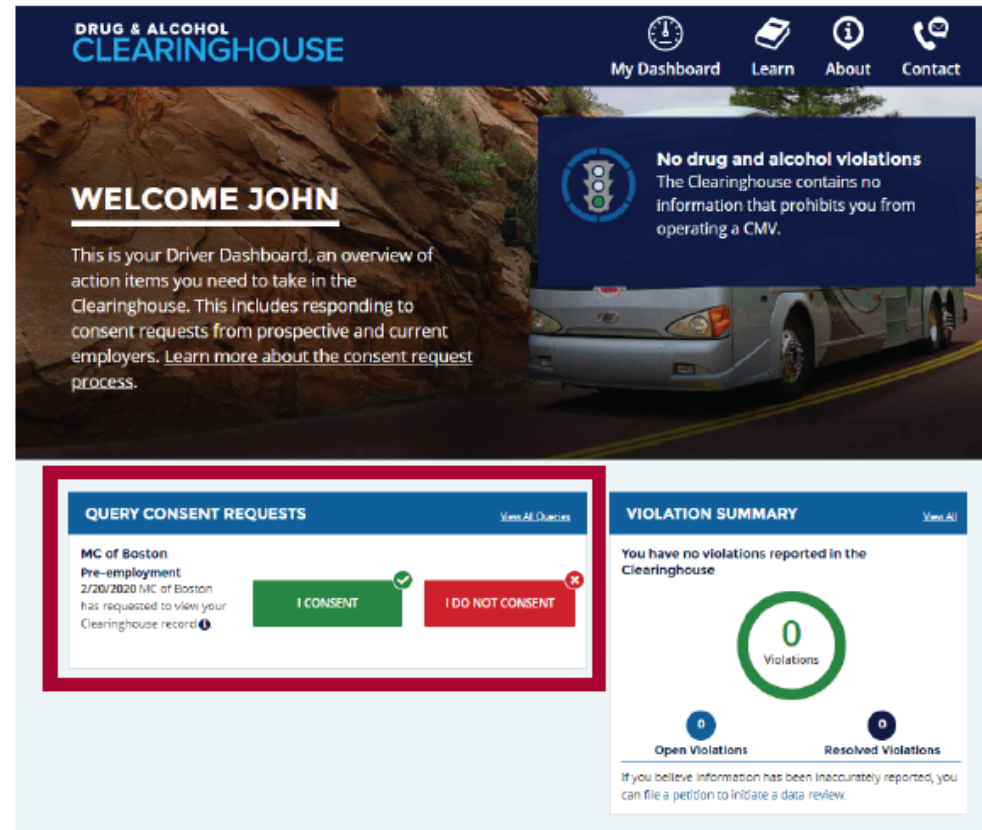
How do I respond to a consent request?

If an employer has requested your specific, electronic consent in the Clearinghouse, follow the instructions below.

- 1 Visit <https://clearinghouse.fmcsa.dot.gov/> and log in to the Clearinghouse. If you have not yet registered for the Clearinghouse, click **Register** to [create your Clearinghouse account](#).
- 2 Upon logging in, you will see your Driver Dashboard. (If you don't see it, click **My Dashboard**.)



- 3 Locate the box labeled **Query Consent Requests**. From this screen, you can either click **I consent** to provide your consent, or click **I do not consent** to refuse your consent.



Note: For pre-employment queries, such as in the example at left, employers will be notified if there is an update to your driver record within 30 days of the original query. The employer would need to send you a new consent request to view this updated information.

4

Depending on your selection, you will be prompted to either confirm your consent, or confirm that you are refusing your consent. Be sure to read this information carefully, as your selection may impact your eligibility to operate a commercial motor vehicle for the employer requesting your consent.

I CONSENT

Confirm your consent for your employer to receive specific drug and alcohol violation information about you.

In accordance with 49 C.F.R. § 382.701(h), MC of Boston has requested access to any drug or alcohol violation information that exists about you in the Federal Motor Carrier Safety Administration (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse (Clearinghouse). Your specific consent is required by 49 C.F.R. §§ 382.703(b), 48.321, and 18.35(c), in order for FMCSA to disclose to MC of Boston drug or alcohol violation information, as required by Federal regulations. [Learn more](#)

By confirming your specific consent below, you are authorizing FMCSA to disclose to MC of Boston any drug or alcohol violation information about you that exists in the Clearinghouse, as of 12/26/2018.

In accordance with 49 C.F.R. § 382.703(e), your consent below further authorizes FMCSA to notify MC of Boston if any additional drug or alcohol violation information about you is reported to the Clearinghouse within 30 days after MC of Boston's pre-employment query. MC of Boston must first obtain specific consent from you before FMCSA can disclose the additional violation information.

[View your driver record](#)

Do you recognize this employer?

If you receive a consent request from an employer for which you are not currently employed, or for which you are not currently applying for a position, you can report this to FMCSA using the [National](#)

Do you consent to FMCSA releasing this information to MC of Boston?

☒ YES

Disclose any information that exists about me in the Clearinghouse

☐ NO

Do not disclose any information that exists about me in the Clearinghouse

Submit

Cancel

I DO NOT CONSENT

You are refusing to provide your specific consent.

Failure to provide the specific consent requested by MC of Boston means that FMCSA will not disclose to MC of Boston any drug or alcohol violation information about you that exists in the Clearinghouse.

As a result of your refusal to provide specific consent, MC of Boston is prohibited from allowing you to perform safety-sensitive functions, such as driving a commercial motor vehicle, in accordance with 49 C.F.R. § 382.701(c).

Do you consent to FMCSA releasing this information to MC of Boston?

☐ YES

Disclose any information that exists about me in the Clearinghouse

☒ NO

Do not disclose any information that exists about me in the Clearinghouse

Submit

Cancel

**What will happen
if I provide or
refuse my consent
for a full query?**

Consult this table and find
the information related to
your situation.



**If you have no drug and
alcohol program violation(s)
in your Clearinghouse record**



**If you have drug and alcohol
program violation(s) in your
Clearinghouse record**

I CONSENT



The employer will be informed that
you are not prohibited from performing
safety-sensitive functions such as
operating a CMV.

Your violation information, including
return-to-duty status, will be disclosed
to the employer. You will receive a
confirmation of this disclosure.

I DO NOT CONSENT



FMCSA will not disclose any information to the employer. As a result of your refusal to
provide specific consent, the employer will be informed that you are prohibited from
performing safety-sensitive functions, such as operating a CMV.



Questions and Additional Information

- Registrations must be completed by 9/15/20
- This presentation will be in your Target Solutions account for your reference – click the “submit” button when you finish registering
- The registration and consent instructions will be available on kvinfos for future reference
- Clearinghouse Website
<https://clearinghouse.fmcsa.dot.gov/>
- Contact your supervisor or Angie for assistance

