

## IMPORTANT UPDATE

### For Forensic Drug Testing Services Clients:



As you may already be aware, the Federal Department of Transportation (DOT) - Federal Motor Carrier Safety Administration (FMCSA) has implemented a new, national drug & alcohol testing history database, called the "D.O.T. - F.M.C.S.A. Commercial Driver's License Drug and Alcohol Clearinghouse". This regulation is commonly referred to as "The Clearinghouse". This mandatory query system is codified within Title 49 CFR Part 382, Subpart G, Sections 382.701-727, and goes into FULL AFFECT on **January 6, 2020**, LESS THAN 90 DAYS FROM TODAY! In preparation, for the past 4 months, we have provided important information and informative links about the Clearinghouse on our website, entitled DOT Clearinghouse Notices & Resources and we have also provided written notice and resource links on your monthly Invoices, so you would have ample time to read and absorb this complex mandate.

In addition, we are providing the following summary information about the Clearinghouse, which should help simplify the Clearinghouse and the regulatory obligations and duties it places upon employers and all their Service Agents. We have also provided a wealth of Clearinghouse information and informative links, found on our website [www.fdti.com](http://www.fdti.com), under this link:

<https://www.forensicdrugtestinginc.com/clearinghouse-resource-page.html>

## Clearinghouse Summary

### The Regulation:

For reference, the D.O.T.-F.M.C.S.A. Commercial Drivers Drug & Alcohol Clearinghouse ("Clearinghouse"), is codified within [Title 49 CFR Part 382, Subpart G, Sections 382.701-727](#). To see the regulation itself, please click on this link: <https://www.ecfr.gov>

### The Clearinghouse:

The Clearinghouse is a national database of all DOT-FMCSA Drivers, who have violated the Drug & Alcohol Testing regulations, outlined within Title 49 CFR Part 382, by either testing "Positive" on a DOT Drug Test, Testing .04%BrAC or higher on a DOT Breath Alcohol Test, or Refusing To Test. The Clearinghouse also contains information on the initial SAP Return to Work evaluation, Return to Duty Test Information and the SAP Final completion date. In a nutshell, the Clearinghouse is replacing the previous, mostly unreliable, paper version of the 3-Year Drug & Alcohol Past Employer Inquiry. Finally, Employers are required to "query" the Clearinghouse for all new hires and annually for current drivers. If you'd like to read more about the Clearinghouse and its purpose, please click on this link for more information: <https://clearinghouse.fmcsa.dot.gov/About>

### Who Must Comply?:

- ALL DOT-FMCSA Regulated Employers and their CMV Drivers;
- ALL Owner-Operators & Independent Contractors;
- ALL Service Agents, such as Forensic DTS, C/TPA, MRO & SAP.

For more go here: <https://clearinghouse.fmcsa.dot.gov/Learn>

## What is a "Query"?:

A Query is simply an inquiry or records check. DOT-FMCSA requires employers to query the Clearinghouse for all new hires, prior to hire and annually for all current drivers.

- A **"Limited Query"** is used for all annual checks of your current drivers. A limited query simply "pings" the Clearinghouse to see if it contains any negative history on the driver. If the Clearinghouse reveals a negative record ("hit"), a "Full Query" is then required.
- A **"Full Query"** is required for all new hires, prior to "Safety-Sensitive" job placement. A full query is also required anytime a limited query reveals a negative record ("hit"). A full query provides a written record of all history contained within the Clearinghouse database.

For more information on Queries, please click on this link for more information:

<https://clearinghouse.fmcsa.dot.gov/Query/Plan>

## Is there a cost or fee for conducting a "Query"?:

**Yes.** The cost for each Query is **\$1.25**, and must be pre-purchased direct from the DOT-FMCSA website, after you've completed your Company registration within the Clearinghouse. The fee includes the cost of running a "Full Query", should a "Limited Query" reveal a possible hit. You will not be charged twice. Please note: FORENSIC Drug Testing Services, Inc and all other Services Providers are prohibited from obtaining, buying or reselling these queries. As such, employers must buy direct from DOT-FMCSA at: <https://clearinghouse.fmcsa.dot.gov/Query/Plan>

## Is Written Consent Required prior to performing these Queries?:

**Yes.** The process is similar to a credit or background check. As such, written consent is required prior to performing a query within the Clearinghouse. For a limited query, a general, multi-year consent is required. This will be obtained by the employer, outside the Clearinghouse. For a full query, the driver must provide a specific consent to the employer prior to each full query. This consent must also be provided electronically within the Clearinghouse. FORENSIC Drug Testing Services, Inc has provided written consent templates, for limited and full queries. We have also provided written language within your Drug Prevention & Employee Testing Policy template, to require written Clearinghouse consent, as a condition of employment. Please click on this link for more details: <https://clearinghouse.fmcsa.dot.gov/FAQ/FAQLearnMoreAll#>

## Is Employer Registration Complex or Difficult?

**Yes, it is for most people.**

The process involves user registration within three separate government systems, all of which have their own separate requirements. DOT-FMCSA attempted to help streamline the process, by providing employers with just one link, to get the ball rolling. Just be prepared to take about 60-90 minutes to complete the registration process. We have provided a "Step-By-Step Registration Link", on our website, that may help make the process a little easier. Please click this link for access:

<https://www.forensicdrugtestinginc.com/clearinghouse-resource-page.html>

## What should EMPLOYERS & Owner-Operators do today?:

- Register your Company within the Clearinghouse TODAY - **DEADLINE IS JAN 6, 2020 !!**  
Registration link: <https://clearinghouse.fmcsa.dot.gov/Register>

## I Survived the Registration Process, NOW WHAT?

You now have full access to the DOT-FMCSA Drug & Alcohol Clearinghouse! Now you can log-in and view the contents on your "Dashboard" and surf the site!

## What is this "Dashboard" area do for me?:

The Dashboard gives you all the tools and access you'll need to start performing pre-employment and annual queries, input information and designate FORENSIC Drug testing Services, Inc as your full access C/TPA. The Dashboard is also the area to purchase your pre-paid Queries.

## Who is my Consortium or Third Party Administrator (C/TPA)?

If you received this notice direct from FORENSIC Drug Testing Services, Inc....**WE ARE!** If you didn't designate Forensic Drug Testing Services, Inc as your C/TPA, during the Clearinghouse registration process, you can do that now by signing into your Clearinghouse account. Once in, you'll go to your Dashboard and then "Designate" your C/TPA as: **FORENSIC Drug Testing Services, Inc** from the drop-down menu. *(There are several C/TPA companies listed with similar names, so please verify your selection reads EXACTLY as shown above).* The C/TPA registration screen looks like this:

DRUG & ALCOHOL CLEARINGHOUSE

STEP 18

Do you need help? Download step-by-step instructions for employer registration.

Learn About Contact

1 2 3 4 5 6

LOGIN.GOV ROLE SELECTION CONTACT INFORMATION COMPANY INFORMATION DESIGNATE C/TPA TERMS & CONDITIONS

### 5. Designate Your Consortium/Third-Party Administrator

As an employer, you may use one or more consortium/third-party administrators (C/TPAs) to manage your drug and alcohol testing program. If you do choose to work with one or more C/TPAs, you must identify them in the Clearinghouse by designating them below. This enables them to act on your behalf in the Clearinghouse, as defined in § 382.705(c).

You can designate your C/TPA(s) now, or after you have completed your registration.

#### DESIGNATE YOUR C/TPA(S)

For each C/TPA you designate, you must indicate which actions the C/TPA may take your behalf. If you don't currently have a C/TPA, you may designate the C/TPA once you have acquired their services.

Note: Per § 382.711(b)(3), any changes to designated C/TPAs must be updated in the Clearinghouse within 10 days.

Who is your C/TPA? Type: **FORENSIC Drug Testing Services** (Carefully select us from the drop-down menu)

C/TPA not listed? Once selected our name will appear under "Designated C/TPA(s)" below. Choose all three boxes, please. A C/TPA must be registered in the Clearinghouse before they can be designated by an employer. If your C/TPA is not listed, contact them to confirm they have completed their Clearinghouse registration.

Designated C/TPA(s)	Report Violations	Report RTD Information	Conduct Queries
C/TPA FORENSIC Drug Testing Services, Inc.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FORENSIC DRUG TESTING SERVICES

Need our help? Please Call: (760) 770-6068

## What if I have problems registering, who can help me?

DOT-FMCSA offers help & assistance at this link: <https://clearinghouse.fmcsa.dot.gov/Contact>

FORENSIC Drug Testing Services, Inc and our qualified Staff will also do our very best to help walk you through the Employer Registration process. Unfortunately, we will not be able to access your DOT-FMCSA Clearinghouse account or Portal Account, until you've fully registered and have designated "FORENSIC Drug Testing Services, Inc" as your C/TPA or invited us to your Portal Account. In the mean time, we have provided several resources and help on our website at this link:

<https://www.forensicdrugtestinginc.com/clearinghouse-resource-page.html>