



DRUG & ALCOHOL CLEARINGHOUSE

How Do I Use the Clearinghouse?

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

	DIVER	EMPLOYER	CONSORIUM/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.