



ANALABS, INC.

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FMCSA CLEARINGHOUSE Effective January 6th 2020

1. Who needs to register?

- a. Employers – Any company with a DOT number must be registered. The DER or designated employer representative is probably the best person to be the administrator of the account.
- b. Owner/Operators
- c. CDL drivers – All drivers are encouraged to register but any driver changing jobs is required to register

2. Obligations for Employers – **Analabs will handle items below in red for annual fee**

- a. **Annually do a limited query of drivers.**
- b. Do a full query on all new hires. **(Analabs can do this for an additional fee)**
- c. **Report positive alcohol tests and refusals to test.**
- d. Report any employer direct knowledge of illegal drug or alcohol use.
- e. **Report negative Return to Duty tests.**
- f. Update company policies to describe what information will be sent to the clearinghouse. **(Analabs can give some consultation)**

3. Important things to remember

- a. All previous employee checks will continue to be required until the clearinghouse has been active for 3 years.
- b. Documentation must be kept for date/time and location when employees are being sent for a random. This documentation must be provided when reporting a refusal due to the employee not appearing for the test.
- c. Fines for failing to comply with any requirement of the Clearinghouse are up to \$2500 per occurrence.
- d. The employer must purchase a query bundle. Analabs will not be allowed to purchase queries for the employer. Queries are \$1.25 each so make sure to purchase sufficient amount to handle the number of current employees as well as the expected number of pre-employments. Purchased queries do not expire.

4. How do I register?

Go to <https://clearinghouse.fmcsa.dot.gov/> and click register at the top right hand side.

Make sure to select Analabs as your TPA, click all 3 boxes allowing us to Report Violations, Report RTD and Conduct Queries. Also be sure to purchase a sufficient number of queries or we will not be able to run them for you.