

DOT-regulated employers and their service agents must use the revised CCF beginning August 30, 2021.

## Federal Motor Carrier Safety Administration

# DRUG & ALCOHOL CLEARINGHOUSE



### Use Revised Custody and Control Form

As of **August 30, 2021**, DOT-regulated employers and their service agents, including medical review officers (MROs), must use the [revised Federal Drug Testing and Custody and Control Form \(CCF\)](#). Request the updated CCF from your HHS-certified laboratory today.


The DOT's Office of Drug and Alcohol Policy and Compliance (ODAPC) sent out two messages this month—on [August 10, 2021](#) and [August 24, 2021](#)—with detailed information that employers and their service agents who help with the drug testing programs need to know. Make sure that your tests don't get canceled!

Please note that while most of the changes adopted in the revised CCF were made to accommodate the use of oral fluid specimens for the Federal drug testing program, **oral fluid drug testing is not authorized in DOT's drug testing program** and therefore results of these tests are not entered in the Drug and Alcohol Clearinghouse.

### Revised CCF Includes Data Field for Driver CDL Information

As a reminder, social security numbers (SSNs) or employee identification numbers (EINs) should not be used to enter a driver's violation in the Clearinghouse; the Clearinghouse final rule states that users **must enter the driver's commercial driver's license (CDL) or commercial learner's permit (CLP) number and State of issuance.**

The revised CCF includes the addition of "CDL State and No." to the line in Step 1C that captures donor identification information. Including a driver's CDL number and State of issuance here for all FMCSA-regulated tests assists MROs in reporting drug and alcohol violations in the [Drug and Alcohol Clearinghouse](#).

| FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM  |   |
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|   |   |
| SPECIMEN ID NO. <b>0000001</b>   | ACCESSION NO.   |
| <b>STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE</b>   |   |
| A. Employer Name, Address, I.D. No.  | B. MRO Name, Address, Phone No. and Fax No.                     |
| C. Donor SSN, Employee I.D., or CDL State and No.  |   |
| D. Specify Testing Authority: <input type="checkbox"/> HHS <input type="checkbox"/> NRC      Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG              |   |
| E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____ |   |
| F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> Other (specify) _____   |   |
| G. Collection Site Address:  | Collector Contact Info: Phone _____<br>Fax _____<br>Other _____ |

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### Reminders for MROs

#### Are Your Qualifications Current?

To remain eligible to act as an MRO in the DOT drug testing program, you have a continuing obligation to comply with the MRO qualification requirements in 49 CFR § [40.121](#), including credentials, basic knowledge, qualification training, requalification training, and documentation. Failure to comply with these requirements, at any time, will render you unqualified to perform MRO services for the DOT program.

#### Reporting Violations

MROs are required to report the following violations in the Clearinghouse:

- Verified positive controlled substances test results
- Refusal-to-test determinations (i.e., adulterated, substituted and/or insufficient specimen with no legitimate medical explanation) for controlled substances tests

These must be reported within two days of making the verification or determination. The MRO must report any changes of a verified drug test within one business day of making any changes to the reported results.

#### **Do You Subscribe to ODAPC Emails?**

Per § [40.121\(b\)\(3\)](#), an MRO must subscribe to receive email updates from ODAPC. Subscribing will help you keep current on any changes to the DOT drug testing program. If you are not receiving these updates, [subscribe today](#).

**Questions? Review the [frequently asked questions](#) or [contact us](#).**

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#### **Stay informed**

You are receiving this email because you subscribed to receive news and updates about the Clearinghouse from FMCSA. We will continue to email you about Clearinghouse news and updates, including future site enhancements.

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