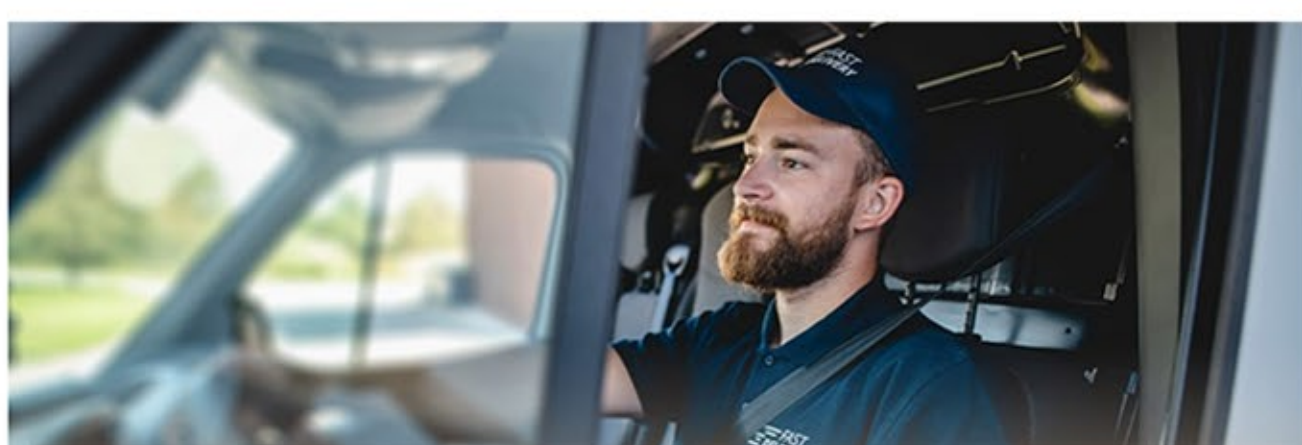




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## Annual Clearinghouse Queries Due Soon

Every year, commercial motor carriers are required to run a Clearinghouse query on all their CDL drivers. In today's "30 Second Read," we describe what you need to do to stay in compliance.

The FMCSA Clearinghouse is a federal database of all CDL driver drug and alcohol violations. This includes violations such as a positive drug or alcohol result, a refusal to test and actual knowledge violations. As an employer, you are required to query the Clearinghouse each year for all your CDL drivers to determine if they have any violations that would prevent them from performing safety sensitive duties. This annual query is sometime referred to as a "limited query." If you haven't completed your annual queries, here's what you need to do:

- Make sure you're able to log into the [Clearinghouse](#) under your company account.
- Have each of your drivers provide written authorization to run the query. You can find a sample authorization form [HERE](#).
- Check your query balance. Purchase additional queries if you don't have enough.
- Run a limited query for each driver. If you have multiple drivers, you can run the queries one- by-one, or run a bulk query for all drivers using a spreadsheet template available on the Clearinghouse website.
- If the query comes back as "Driver Not Prohibited," then save the result and keep a copy in your driver file.
- If it comes back as "Record Found," you would then need to run a fully query to find out the details of the record. A full query must be completed within 24 hours or the driver must be removed from duty.

For more information on how to conduct a limited query, check out this [Clearinghouse reference guide](#). If you would like information about how ARCpoint can help as your Clearinghouse administrator, send email to [arcsupport.ma@arcpointlabs.com](mailto:arcsupport.ma@arcpointlabs.com).

**Click Here to Check Out the Clearinghouse Reference Guide**

If you need any assistance, please email ARCpoint at [arcsupport.ma@arcpointlabs.com](mailto:arcsupport.ma@arcpointlabs.com) or contact NEFI at:

**benefits@nefi.com**

**617-923-5020**



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