

CMCI
PO Box 1000
Grain Valley, MO 64029
800-288-3784

Fax: 816-229-0518

CMCI@OUIDA.COM

DOT Drug & Alcohol Consortium Program

Owner Operator Motor Carrier Consortium Package Includes:

- Certificate of Enrollment
- Cab Card
- Drivers List
- Random Selections and Notification Calls
- Drug testing; Specimen Collection, Initial Lab and GC/MS Confirmation
- Certified, Full Time, MRO Reporting of Results, Via Phone, Email or Fax
- Record Retention
- MIS Reports When Required or Requested
- Semi Annual Summaries
- Complete record keeping
- Substance Abuse Professional Referral Assistance
- DOT Alcohol and Drug Testing Employee Handbook
- Administrative Support
- Post-Accident Kit

49 CFR 40.345– allows a Consortium/Third Party Administrator (C/TPA) to act as an Intermediary in the transmission of limited drug and alcohol testing information to employers. This means you the Motor Carrier or your Designated Employee Representative (DER) receives your drug and alcohol test results from CMCI instead of the service agent who originates the information, such as the Medical Review Officer (MRO). As your C/TPA, CMCI is designed to act as a C/TPA Intermediary in situations allowed under Appendix F of Part 40. This ensures your company's drug and alcohol records are complete. As the Motor Carrier the decision on whether or not to use a C/TPA Intermediary is yours. When dealing with an Owner Operator Motor Carrier with no assigned DER, there are regulation exceptions to address the needs of the Owner Operator Motor Carrier. CFR Title 49 Subpart Q addresses these regulation exceptions and rolls additional responsibilities to your C/TPA. Therefore, CMCI will be responsible for notifying, scheduling and reporting your random drug and alcohol tests. CMCI is also responsible for reporting refusals, failure to tests, and any notification issues to FMCSA.

As your C/TPA, CMCI is responsible for securing collections sites, contracting with labs and a qualified MRO. To ensure our customers receive the best service possible CMCI has contracted with Alere Laboratory and MRO Dr. Stephen Kracht. CMCI also uses the collection facility network of eScreen, Inc. CMCI has maintained our own network of collection facilities but we are working at getting those sites added to the eScreen, Inc network. Using Alere Labs allows us to receive drug and alcohol results through eScreen which enables us to secure results in a timely manner. All collection sites in this network use the Evidential Breath Testing Device, EBT or Alcohol Screening Device (ASD) approved for use by the National Highway Traffic Safety Administration (NHTSA). Laboratory services include, conforming product list (CPL), Breath Alcohol Technician (BAT) and Screening Test Technician (STT).

CMCI is also available to assist you with other required drug and alcohol testing at additional costs. These services include; Pre-employment, Post Accident, Follow-Up, Return-to-Duty and Reasonable Suspicion.

CMCI Fees

Administrative:

Company Enrollment

Initial One-Time Fee \$110.00

Program Enrollment:

(Covers up to three-random drug and alcohol tests per driver)

Motor Carrier Driver

Annual Enrollment \$125.00

Owner Operator Motor Carrier with no DER

Annual Enrollment \$150.00

Additional Driver's

Annual Enrollment \$125.00

OOIDA Membership Dues:

Annual OOIDA Membership Dues

Owner Operator or Motor Carrier \$ 45.00

Annual Hired Driver OOIDA Membership Dues \$ 10.00

Additional Testing:

(Fees for tests are due at the time the test is scheduled. Fees are charged per requested test)

Pre- Employment \$ 65.00

Post- Accident

- Drug and Alcohol \$100.00
- Drug Only \$ 65.00
- Testing of Split Specimen fee varies

SAP Follow-up Testing:

(Fees for tests are due at the time the test is scheduled. Fees are charged per requested test. Follow-up testing fees will be applied to each follow-up test that is scheduled. The number of follow-up tests required is set through SAP)

Implementation of SAP Follow-up regiment (Per Driver) \$125.00

Return-to-Duty Drug Test \$ 65.00

Follow-up Drug Test \$ 65.00

Follow-up Alcohol Test \$ 45.00

Follow-up Drug and Alcohol Test \$100.00

Observation Fee \$ 15.00

Additional Fees:

Unauthorized Test Fee \$ 25.00

Insufficient funds service fee \$ 25.00

Reminder as an OOIDA Member, and CMCI Customer you have access to many programs and services offered through OOIDA; including Land Line Magazine, Members Only section at OOIDA.com, assistance from OOIDA's Business Services Department, Truck and Medical Insurance, rebates and various other discounts. You can check out all OOIDA has to offer at www.oida.com or by contacting a Membership representative at 800-444-5791.

CMCI
Owner Operator Motor Carrier
Policy and Service Agreement

CMCI will only enroll Drivers operating under the Federal Motor Carrier Safety Administration (FMCSA)

CMCI operates under the responsibilities and limitations specified in CFR Part 40, Part 382 and Subpart Q of Part 40. The terms specified in this agreement are to ensure full compliance with all DOT Drug and Alcohol Testing from you the Motor Carrier as well as us your service agent.

1. **Registration:** CMCI requires each Owner Operator Motor Carrier to complete a registration form (see attached). Enrollment into the drug and alcohol testing program will not be done until the registration form is completed, signed, returned to CMCI and payment is received. Forms can be mailed to CMCI, PO Box 1000, Grain Valley, MO 64029, faxed to 816-229-0518 or emailed to CMCI@OOIDA.com.
 - (a) If at any time information on the registration form changes, the Owner Operator Motor Carrier will be required to complete and sign a new form.
 - (b) If you need to add Drivers on to your account, please contact CMCI at 800-288-3784. CMCI will send you a new contract and registration forms for your Drivers.

2. **Records:** 40.349 authorizes your C/TPA (CMCI) to receive and maintain all records concerning DOT drug and alcohol testing, including positive, negative and refusal's to test. In addition, as the C/TPA Intermediary we will maintain all information needed for operating a drug/alcohol program; including names of employees in the random pool, random selection lists, copies of notices to employers of selected employees on behalf of an employer.
 - (a) As the C/TPA Intermediary most test results will be forwarded to us, upon receipt of pre-employment, post-accident, return-to-duty or positive results CMCI will make notification to the Owner Operator Motor Carrier. We are required under regulation to provide the information we receive in the same time frames required of the original reporting party.
 - (b) CMCI mails all original test results to the Owner Operator Motor Carrier once they are received. If a problem arises with a test, a CMCI Representative will make every attempt to contact the Owner Operator Motor Carrier, and will then mail the results to the address on file.
 - (c) If at any time the Owner Operator Motor Carrier receives test results or any other notifications directly from the original reporting party, it is important the Owner Operator Motor Carrier notify CMCI at 800-288-3784 to ensure CMCI received the notifications as well. If CMCI did not receive the notification, CMCI will ask the Owner Operator Motor Carrier to forward the information to CMCI. This ensures your motor carrier's drug/alcohol testing records are complete.
 - (d) 382.401 Retention of records CMCI follows the required time frame for all records retention specified in the regulation. CMCI will notify the Owner Operator Motor Carrier at the time records are due to be destroyed. The Owner Operator Motor Carrier will have the option of having their records sent to them at that time.
 - (e) At any time the Owner Operator Motor Carrier can request their records be transferred to their place of business or to another service provider. 40.349 (f) requires the transfer of records be done immediately.
 - (f) If at any time the Owner Operator Motor Carrier needs to produce records or information to the DOT, under regulation your service agent, CMCI, has two business days to fulfill the request.

3. **Randoms:** All registered Drivers are included in the random selection draws. CMCI makes random selection through a computer generated randomizing program.
 - (a) If you are selected for a random drug test, CMCI will notify you by phone. If CMCI is unable to reach you, we will continue to try to reach you over the next 24 hours. If during this 24 hour period CMCI is not able to make contact, this will be noted in your CMCI file. It is important to remember, failure to test when you are selected in a random draw is a violation of Federal Regulation. CMCI is required by regulation to ensure tests are completed. If at any time CMCI is unable to fulfill their assigned responsibility due to an Owner Operator Motor Carriers refusal to test CMCI will be forced to not only report the act of non-compliance, but will also cancel the Owner Operator Motor Carriers enrollment in the consortium. Once the enrollment is canceled the Owner Operator Motor Carrier will be required under regulation to stop all safety sensitive functions.
 - (b) During your notification a CMCI representative will verify your location and duty status; while you are on the phone CMCI will contact the closest facility to you and schedule the test, CMCI will give you the name, address, phone number and hours of the collection facility.
 - (c) **You must report immediately to the testing facility. Per 49 CFR 40.355 (j) (1); If you do not report once the test is scheduled, CMCI is required to consider this a refusal. A refusal has the same consequences as a positive. CMCI will be required to report the refusal according to state and federal regulations.**
 - (d) Once the test is completed and the results are received CMCI will mail negative results to the Owner Operator Motor Carrier. If a positive result is received CMCI will make the notification by phone and instruct you to cease performing safety sensitive functions immediately.

4. **Pre Employment's:** Per Title CFR 49 382.301 Prior to the first time a Driver performs safety-sensitive functions for an employer, the Driver shall undergo testing for controlled substances as a condition prior to being hired, unless the employer uses the exception in paragraph (b) of this section. No employer shall allow a Driver, who the employer intends to hire or use, to perform safety-sensitive functions unless the employer has received a controlled substances test result from the MRO or C/TPA indicating a verified negative test results for that Driver.
 - (a) The exemption is: if the Driver was enrolled in a random program with no more than a 30 day lapse and had a negative drug screen within the previous six months(with results) or participated in a random program for the previous 12 months with no more than a 30 day lapse they do not need a pre-employment.
 - i. You must provide verification that the Driver qualifies for the exemption. This should be kept in the Drivers file.
 - (b) You may set the Pre-employment up yourself and forward a copy to CMCI or CMCI can set the test up for an additional cost.
 - (c) Owner Operator Motor Carriers fall under the same requirements mandated through 382.301 and 382.301 (a) as well. Pre-employment testing information must be kept in "your" drug and alcohol file.

5. **Positives:** Per Subpart E 382.501 Any Driver that tests positive must be removed from safety sensitive functions immediately until Substance Abuse Professional (SAP) has been completed in accordance with part 40, subpart O.
 - (a) When a Driver tests positive Part 382, Subpart F 382.601 (a) requires each employer to provide educational materials that explain the requirements of this part. Since you are an Owner Operator Motor Carrier with no DER, CMCI is required to take on this responsibility. This includes SAP information.
 - (b) Once the return to duty process is completed, with a negative result, you may return to safety sensitive functions.
 - (c) Once a Driver completes the SAP Evaluation, the SAP is required to forward a copy of the evaluation and required follow-up regiment to the Motor Carrier. Since you are an Owner Operator Motor Carrier, SAP will forward the evaluation and regiment to CMCI; unless you instruct them to send it to another service provider. Once CMCI receives the evaluation and regiment a CMCI Representative will contact you. At that time CMCI will confirm you want CMCI to handle the follow-up regiment for you and will secure payment for the service.
 - (d) Per 40.311 (h) as an employer, you must maintain your reports from SAPs for five years from the date you received them.

6. **Split Specimen testing – Subpart H:**
- (a) CFR 40.171- If the MRO notifies a Driver that he has a verified positive drug and/or refusal to test because of adulteration or substitution, the Driver has 72 hours from the time of the notification to request a test of the split specimen.
 - (b) Fees for split specimen testing vary from lab to lab; CMCI's policy is to bill the Owner Operator Motor Carrier for the additional cost of the test once the bill is received by CMCI. It is the Owner Operator Motor Carrier responsibility to ensure payment is made to CMCI.
7. **Time Sensitive results:**
- (a) When the test is a Pre-Employment or Return-to-Duty a CMCI Representative will make every attempt to have the results within three business days. This includes calling the facility, obtaining a copy of the Custody and Control Form, contacting the MRO's office or contacting Escreen. Unfortunately, CMCI cannot control collection facility and lab processes; therefore there may be test results that could take longer than the desired three business day time frame. Once the result is received, a CMCI Representative will attempt to make a verbal notification by phone to the Owner Operator Motor Carrier. If you are unavailable CMCI will either leave a voicemail reporting the negative result, or leave a message for you to call CMCI as soon as possible. A copy of the results will be mailed to the address on file.
8. **Post-Accident:**
- (a) Per CFR 382.303 any Driver who has been involved in an accident resulting in a fatality **must** get a Post-Accident drug and alcohol test. Additionally, Drivers are required to get a Post-Accident test if, 1) there was a tow away of either vehicle **and** the Driver received a ticket at the scene or within eight hours of the incident for an alcohol test or 32 hours for a drug test or 2) bodily injury resulting in an ambulance ride **and** the Driver received a ticket at the scene or within eight hours of the incident for an alcohol test or 32 hours for a drug test. This is the allotted time frame to have the test performed by.
 - i. If the Driver is unable to get to a testing facility within the required time frame. You as the Owner Operator Motor Carrier must document extensively the reason for not complying with the regulations this explanation is required to be kept on file in the Driver file.
 - (b) If the incident occurs during CMCI business hours, CMCI will be able to assist you in locating a collection facility close to you.
 - (c) CMCI can set up the test for an additional fee of \$100.
 - (d) In the event an accident occurs during CMCI non-business hours, CMCI has provided a CMCI Post-Accident Kit. In this kit will be a chain of custody, detailed instructions for the collection facility and detailed instructions for you. Please keep this in the truck with you. You can take this to the closest collection facility to have the test performed.
 - i. If a test occurs during CMCI non-business hours, you the Motor Carrier **MUST** call CMCI at 800-288-3784 on the next business day; CMCI will need to know, where and when the test was performed. At that time CMCI will secure payment for the test.
 - ii. Notification to CMCI is important to avoid delays in CMCI securing the test results and in avoiding additional costs.
9. **Problems or concerns:**
- (a) If at any time you experience an issue with a collection facility, please call CMCI immediately at 800-288-3784. CMCI strives to make sure the collection facilities have the proper paperwork and information. If the collection facility uses incorrect paperwork or incorrect information, this could delay results being reported.

10. CMCI Policies:

- (a) If at any time during your enrollment with CMCI you obtain a DER, please notify CMCI immediately. At that time CMCI will provide you with an updated contract and registration form, (your enrollment dates will not be affected). Once the registration form is received your account will be updated with the new company information. Your renewal fee will be adjusted on your renewal date.
- (b) Any company found to violate CMCI policies or Department of Transportation (DOT) Regulations 49 CFR Part 40 and 382 will be canceled immediately without refund.
- (c) Enrollment in CMCI is due yearly; failure to renew will result in the cancellation of your enrollment; removing you from performing safety sensitive functions.
- (d) CMCI as the Owner Operator Motor Carrier's C/TPA Intermediary is also governed by Federal Regulation and must act in full compliance with the required regulations at all times. Once a Driver is canceled out of the drug and alcohol testing program your Owner Operator Motor Carrier records kept by CMCI will reflect the date of the cancellation. To ensure you are always in full compliance it is important to renew your enrollment before it cancels.
- (e) Per 382.505 Other alcohol-related conduct. No Driver tested under the provisions of subpart C of this part who is found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform or continue to perform safety-sensitive functions for an employer, including driving a commercial motor vehicle, nor shall an employer permit the Driver to perform or continue to perform safety-sensitive functions, until the start of the Driver's next regularly scheduled duty period, but not less than 24 hours following administration of the test.(b) Except as provided in paragraph (a) of this section, no employer shall take any action under this part against a Driver based solely on test results showing an alcohol concentration less than 0.04. This does not prohibit an employer with authority independent of this part from taking any action otherwise consistent with law.
 - a. CMCI will receive the notification an alcohol concentration of 0.02 or greater but less than 0.04 directly from the BAT. Upon CMCI's notification from the BAT, CMCI will immediately contact the Owner Operator Motor Carrier and advise that he is not allowed to drive for a minimum of the next 24 hours.
- (f) CMCI fees and policies are subject to change. In the event of a change CMCI will issue a notice in writing 30 days prior to the effective date of the change.
- (g) OOIDA is a membership based organization, and all OOIDA programs (CMCI) require membership, therefore membership dues are due by the membership dues renewal date.

CMCI OWNER OPERATOR MOTOR CARRIER REGISTRATION FORM

Fax to 816-229-0518 or email to CMCI@OOIDA.COM

Call 800-288-3784 pay for CMCI and set up pre-employment drug test if necessary.

MUST BE LEGIBLE & FILLED OUT ENTIRELY TO BE PROCESSED. USE BLACK INK.

Company Info	Driver's License #	State issued	Membership #
	Company Name		DOT #
	Business Phone #	FAX #	
	Email		
	Full Name		
	Mailing Address		
	City	State	Zip
	Phone #		Alt Phone #
	Social Security #		Date of Birth
	Has driver ever tested positive OR refused a controlled substance screen? ___ Yes ___ No		
	If YES, did driver complete Return to Duty Process? ___ Yes ___ No		
	If YES, can driver provide SAP/Return to Duty information to CMCI? ___ Yes ___ No		
	<p>By signing this form, I authorize CMCI to act as the intermediary for the purpose of transmitting all drug and alcohol testing information under the circumstances contained in 49 CFR §40.345 and as allowed under the provisions of Appendix F to 49 CFR Part 40. I agree that I will follow the terms set forth in the Owner Operator Motor Carrier Service Agreement.</p> <p>I understand CMCI will notify me when I am selected for a random drug and or alcohol test and that it is my responsibility to ensure the test is completed. If in the event I receive a positive or refusal to test I understand CMCI will notify me I am no longer permitted to perform safety sensitive functions under 49 CFR Part 40.23.</p> <p>Signature: _____</p>		
Printed Name: _____		Date: _____	