

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

Fax: 816-229-0518

CMCI@OUIDA.COM

DOT Drug & Alcohol Consortium Program

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
- 120-minute Educational Training for Supervisor, Individual and Company Personnel
- Complete record keeping
- Up to Three (3) Reasonable Cause Drug/Alcohol Tests Arranged Through CMCI Per Company
- Substance Abuse Professional Referral
- DOT Alcohol and Drug Testing Employee Handbook
- Administrative Support
- Post-Accident Kit
- FMCSA Clearinghouse Support

49 CFR 40.345– This Regulation 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 as the Motor Carrier, you or your Designated Employee Representative (DER) will receive 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. When dealing with an Owner Operator Motor Carrier with no assigned DER, 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. All collection sites in our 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, Reasonable Suspicion and Clearinghouse Queries.

CMCI Fees

Administrative:

Company Enrollment

Initial One-Time Fee \$50.00

Clearinghouse:

Per query fee \$5.00

Program Enrollment:

(Covers up to three (3) 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

Annual OOIDA Membership Dues:

Owner Operator or Motor Carrier \$ 45.00

Hired Driver OOIDA Membership Dues \$ 10.00

Additional Testing:

(Fees for tests are due at the time the test is scheduled. Fees are 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. Follow-up testing fees will be applied to each follow-up test that is scheduled. Drug test fees are per requested test. 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 Motor Carrier 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 and CMCI, your service agent.

- 1. Registration:** CMCI requires each Motor Carrier Customer to complete a Motor Carrier Registration Form (see attached). Enrollment into the drug and alcohol testing program will not be done until the registration form is completed, signed, returned 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 Motor Carrier will be required to complete and sign a new form.
 - (b) Driver Registration Form (see attached); CMCI uses a Driver Registration Form when the Motor Carrier needs to add a Driver. These forms are maintained in the Motor Carrier file.
 - (c) Motor Carriers can make copies of the attached Driver Registration Form to use in the future when adding Drivers or can contact CMCI at 800-288-3784 to request additional forms. No Driver will be enrolled into the program until a Driver Registration Form is completed and payment is received. Completed forms can be returned by mail to CMCI, PO Box 1000, Grain Valley, MO 64029, faxed to 816-229-0518 or emailed to CMCI@OOIDA.com.
 - (d) Driver Registration Forms can be filled out over the phone with a CMCI Representative by the Motor Carrier. If the Motor Carrier allows anyone else to add or delete Drivers, this information needs to be noted on the Motor Carrier registration form.
 - (e) If at any time a Driver no longer works for you, please contact CMCI immediately to update your account.
- 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 to test. In addition, as the C/TPA 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 motor carrier/employer or the company DER, whichever the Motor Carrier instructs us to do. CMCI is 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 Motor Carrier or DER once they are received. If a problem arises with a test, a CMCI Representative will make every attempt to contact the Motor Carrier or DER, and will then mail the results to the address on file.
 - (c) If at any time the Motor Carrier or DER receives test results or any other notifications directly from the original reporting party, it is important that the Motor Carrier/Employer or DER notify CMCI at 800-288-3784 to make sure CMCI received the notifications as well. If CMCI did not receive the notification, CMCI asks the Motor Carrier/employer or DER to forward the information to CMCI to ensure the Motor Carrier's drug/alcohol testing records are complete.
 - (d) If at any time the Motor Carrier has a Driver that tests 0.02 or higher on an alcohol test, the carrier's notification will come straight from the STT or BAT, CMCI is not allowed to notify a Motor Carrier if a Driver tests positive at those levels or higher. Should the Motor Carrier or DER receive a copy of these results, CMCI asks that the Motor Carrier/DER contact CMCI at 800-288-3784 to ensure we have the results as well.
 - (e) 382.401 retention of records - CMCI follows the required time frame for all records. CMCI will notify the Motor Carrier at the time records are due to be destroyed. The Motor Carrier will have the option of having their records sent to them at that time.
 - (f) At any time, a 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.

- (g) If at any time the Motor Carrier needs to produce records or information to the DOT, CMCI has two (2) business days to fulfill the request.
3. **Randoms:** All registered Drivers are included in the random selection draws. This selection is completed through a computer generated randomizing program. Letters are printed and mailed to the Motor Carrier or DER at the address provided.
- (a) Upon receipt of the notification the Motor Carrier or the DER is required to call CMCI at 800-288-3784 to schedule the test. All random tests are to be unannounced, the Motor Carrier or DER is not to tell the Driver until it is time to go for the test. Once the test is scheduled, and the driver is notified the test must be done immediately.
- (b) Alternate Drivers will not be allowed or selected.
- (c) CMCI requests that random tests are scheduled within 30 days of the notification date. If a test is not scheduled within 30 days CMCI will make one phone call to the DER in an attempt to schedule the test. If the test is not scheduled during that call CMCI will make one call to the Motor Carrier. CMCI's attempts to get the test scheduled will be reflected in the Motor Carrier drug and alcohol testing records. Remember, **all selected Drivers must be tested**, this is important to comply with federal regulations
- (d) It is the responsibility of the Motor Carrier to ensure your appointed DER contacts CMCI at 800-288-3784 **prior** to sending a Driver to a collection facility. **CMCI must authorize random tests**. Failure to follow this procedure could result in delayed test results and additional expenses which CMCI will pass on to the motor carrier.
- (e) Once the test is completed and the results are received CMCI will mail negative results to the DER, if a positive result is received CMCI will make the notification by phone, and then mail the originals to the DER at the address on file.
4. **Positives:** Per Subpart E 382.501 Any Driver that tests positive must be removed from safety sensitive functions immediately until the Return to Duty process has been completed in accordance with part 40, subpart O. When a Driver tests positive, CFR Title 49 382.601 (a) requires each employer to provide educational materials that explain the requirements of this part and the employer's policies and procedures with respect to meeting these requirements. Including SAP information. You may not charge a fee for providing this information.
- (b) 382.601 (c) allows the employer to add additional policies and procedures to the company policy; CMCI suggests using your company policy as a platform for identifying the cost of drug and alcohol testing, and the responsible party for that cost. Your company policy should differentiate between company drivers and owner operator's leased on. If you have company drivers, you will need to follow employment rules in your state. If you contract with owner operators, you need to make sure all costs, including the cost and time frame of those items you charge back are addressed in the lease/operating agreement you have in place. Failure to identify charge back items and the cost in the face of the agreement is a violation of CFR 376.12.
- (c) Should the Motor Carrier have any questions once the Motor Carrier receives the SAP Evaluation from the SAP, the Motor Carrier may forward a copy to CMCI for guidance. The SAP may not send a copy directly to CMCI, they may, however, forward the document simultaneously to the Motor Carrier or DER and to CMCI.
- (d) Per 40.311 (h) as an employer, you must maintain your reports from SAPs for five (5) years from the date you received them.
5. **Clearinghouse: As of January 6, 2020 CMCI will be required to comply with the Clearinghouse regulations.** Under the regulation Subpart G §382.701 through §382.727 the following is applicable:
- (a) When you register in the clearinghouse you must designate CMCI as your C/TPA granting CMCI permission to report refusals and negative return to duty drug tests on your behalf. As well as consent to obtaining the driver's record retained within the clearinghouse by running a query. The Motor Carrier will perform the required limited queries annually on all drivers. CMCI can run the queries for the Motor Carrier for an additional charge, if the Motor Carrier chooses to have CMCI do so. The Motor Carrier must contact CMCI when they are ready to run the query. The Motor Carrier must have a signed consent form from all drivers prior to running an annual query. The query consent must have the drivers name, CDL#, state of issuance and an

expiration date (which may state “for the duration of employment”). If in the event a limited query is ran and it comes back that a full query must be performed, the driver will have 24 hours to respond to the request sent via email from the Clearinghouse database. If the driver does not respond within that time, the driver must cease performing safety sensitive functions. Prior to hiring a new driver, it will be the Motor Carrier’s responsibility to ensure that a full query has been performed on the new driver. This query requires the drivers electronic consent through the Clearinghouse database. If the driver does not provide consent, the driver cannot be hired. CMCI may perform this query for you at an additional cost. It will be the Motor Carrier’s responsibility to ensure there are funds available within the Clearinghouse for CMCI to run the query. If funds are not available CMCI cannot add funds for the Motor Carrier. It will be the responsibility of the Motor Carrier to add the appropriate amount into the Clearinghouse

- (b) If your CMCI enrollment is canceled for any reason, CMCI will unassign themselves as your C/TPA. If you enroll with CMCI at a later date, it will be your responsibility to reassign CMCI as your C/TPA.
- (c) Employers, CMCI and/or its contracted service agents are required to report the following information to the Clearinghouse and will do so according to the FMCSA regulation §382.705.
 - Alcohol test results of 0.04 or greater
 - Refusals to take an alcohol test
 - Refusals to take a drug test, where the MRO is not involved in making the determination
 - “Actual knowledge” (defined in §382.107) that a driver has used alcohol on duty (including a traffic citation for DUI/DWI in a commercial vehicle), used alcohol within four hours of coming on duty, used alcohol prior to post-accident testing, or has used a controlled substance
 - Negative return-to-duty test results
 - Completion of follow-up testing

State licensing agencies will have access to the database and will not issue, upgrade, or transfer the CDL of anyone who has violated a drug or alcohol prohibition.

After January 6, 2023 the query of the Clearinghouse will replace the three (3) year verification of driver’s drug and alcohol history.

- 6. Pre-Employment:** Per title 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 of 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. The driver must also be enrolled in a random drug and alcohol testing consortium prior to performing safety sensitive functions. A full query must also be done through the FMCSA Clearinghouse prior to performing safety sensitive functions.
- (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 (with results) within the previous six months 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 drug and alcohol 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.

7. 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 Motor Carrier/employer for the additional cost of the test once the bill is received by CMCI. It is the Motor Carrier/employer responsibility to ensure payment is made to CMCI.
- (c) Responsibility for payment for testing – Part 40.173 is silent as to the responsibility for payment for testing required under the rule. The employer remains responsible at all times for ensuring compliance with the rule, regardless of who pays for testing.

8. 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 (3) business days. This includes calling the facility, obtaining a copy of the Custody and Control Form, contacting the MRO's office or contacting e-Screen. Unfortunately, CMCI cannot control collection facilities and lab processes; therefore, there may be test results that could take longer than the desired three (3) business day time frame. Once the result is received, a CMCI representative will attempt to make verbal notification by phone to the Motor Carrier/DER. If the Motor Carrier/DER is not available a voicemail will be left. A copy of the results will be mailed to the address on file.

9. Post-Accident:

- (a) Per CFR 382.303 any Driver who has been involved in an accident resulting in a fatality **must** take a Post-Accident drug and alcohol test. Additionally, Drivers are required to take a Post-Accident test if, 1) there was a tow away of either vehicle **or** 2) bodily injury resulting in an ambulance ride **and** the Driver received a ticket at the scene or within eight (8) hours of the incident. Alcohol tests must be performed within eight (8) hours of the incident. Drug tests must be performed within thirty-two (32) hours of the incident.
 - i. If you are not able to get the Driver to a testing facility within this time frame, you as the Motor Carrier must document extensively the reason for not complying with the regulations. The explanation is to be kept in the Drivers drug and alcohol file.
- (b) You may incorporate into your company policy that any accident will require a post-accident test.
- (c) If the accident occurs during CMCI business hours, CMCI will be able to assist you in locating a collection facility close to your Driver.
- (d) CMCI can set up the test for an additional fee of \$100.
- (e) In the event an accident occurs during CMCI non-business hours, CMCI has provided a CMCI Post-Accident Kit for all enrolled Drivers. In this kit will be a chain of custody, detailed instructions for the collection facility and detailed instructions for your Driver. Please give this to the Driver to keep in the truck. Your Driver 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.

10. Problems or concerns:

If at any time you or your Drivers 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.

11. CMCI Policies:

- (a) If a Driver is canceled within 30 days of his/her enrollment or renewal CMCI will credit the Driver enrollment fee to the Motor Carrier/Employers account. CMCI **will not** issue a refund. Credit on the Motor Carrier/Employers account can be used for enrollment of a new Driver, pre-employment test or any other additional fees the Motor Carrier/Employer may be charged. **CMCI will not issue a credit for Drivers canceled beyond 30 days of their initial enrollment or renewal.**
- (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) Motor Carrier/employers and all Drivers enrollment in CMCI renews yearly; failure to renew a Driver will result in the cancellation of his enrollment. When a Driver is not enrolled in a drug and alcohol testing program the Driver is disqualified from performing safety sensitive functions; the Driver cannot drive. Dispatching a Driver that is not currently enrolled in a drug and alcohol testing program is a violation of Federal Regulation. This violation can result in the suspension of the Motor Carrier's operating authority and can carry hefty fines.
- (d) CMCI as the Motor Carriers 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 Motor Carrier records kept by CMCI will reflect the date of the cancellation, creating a lapse in the enrollment of said Driver. To ensure you are always in full compliance it is important to renew your Driver's enrollment before they are canceled.
- (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.
- (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 dues renewal date as well.

CMCI MOTOR CARRIER REGISTRATION FORM

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

Call 800-288-3784 to pay for CMCI and set up the Pre-Employment test if necessary.

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

Company Info	DOT #	Membership #	
	Company Name:		
	Motor Carrier Name:		
	Company Mailing Address:		
	City:	State:	Zip:
	Birthdate:	Social Security #	
	Cell Phone #	Business Phone #	Fax#
	Email address:		
DER	<p><i>Designated employer representative (DER)</i> is an individual identified by the employer as able to receive communications and test results from service agents and who is authorized to take immediate actions to remove employees from safety-sensitive duties and to make required decisions in the testing and evaluation processes. The individual must be an employee of the company. Service agents cannot serve as DERs.</p> <p>The DER will receive correspondence from CMCI regarding drug and/or alcohol testing, selection notices, results and has the authority to remove a driver from safety sensitive functions if the driver tests positive or refuses drug and or alcohol testing</p>		
	Address is where CMCI information will be sent, if different from the Motor Carrier address:		
	DER Printed Name:		
	Mailing Address:		
	City:	State:	Zip:
	DER Phone #		
	DER Email address:		
Motor Carrier	<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 within the Motor Carrier Service Agreement.</p>		
	Printed Name of Motor Carrier:	Date:	
	Signature of Motor Carrier		

CMCI DRIVER REGISTRATION FORM

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

Call 800-288-3784 to pay for CMCI and set up the Pre-Employment test if necessary.

**MUST BE LEGIBLE & FILLED OUT ENTIRELY TO BE PROCESSED. USE BLACK INK.
Please provide a copy of the drivers CDL along with the registration form.**

Company Info	Membership #		
	Company Name:		
	Company Owner Name:		
	Company Address:		
	City:	State:	Zip:
	Phone number :		
	Driver Information	Membership #	
First:		Middle :	Last:
Mailing Address:			
City:		State:	Zip:
Cell Phone#			
Email address:			
Social Security #		Date of Birth	
CDL#		State issued:	
This driver is (circle one) : Leased Owner-Operator Hired Driver/Contract			
If Owner Operator/Leased Driver. # Trucks owned? _____ Own Trailer? Yes No			
Have you run a full query in the FMCSA Clearinghouse on this driver?		Yes No	
Would you like CMCI to set up a Pre-Employment drug screen for this driver?		Yes No	
Has driver ever tested positive OR refused a controlled substance test?		Yes No	
If YES, did driver complete Return to Duty Process?		Yes No N/A	
If YES. can driver provide SAP/Return to Duty information to the Motor Carrier?		Yes No N/A	