



LAMPTON-LOVE, INC.

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Date: October 13, 2020
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – October 2020

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach the Monthly Safety Meeting Minutes and Attendance Record, fill it out and e-mail or fax a copy to Lynn Eldridge.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of October 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Notifications; 2. Refusing Consent – What Does It Mean)
2. Safety Meeting: (Drug & Alcohol Clearinghouse)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material should be referred to or used to train new employees from the website. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart...Be Safe and Be Courteous!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

NOTIFICATIONS

Customize How You Receive System Notifications from the Clearinghouse

A new feature that makes it easier to see your latest account activity is now available. When you log in to the Clearinghouse, you will see a bell icon in the top right corner of the screen. If you have new notifications, a dark blue dot will appear next to this icon. Click on the bell icon to open your Notifications box and see your most recent notifications. (Note: The bell icon and Notifications list are not currently viewable on mobile devices.)

New items in your Notifications list are marked with a light blue dot. These dots will appear until a notification has been read. Click on a notification to mark it as read, or click **Mark all read** to remove all blue dots in your notification list.

Drivers will now see notifications when:

- An employer has sent a consent request for a pre-employment query, or other full query.
- Violation information has been entered, modified, or removed from your Clearinghouse record.
- Violation information has been released to an employer (after driver consent has been provided).

Customize Your Notifications

You can control how you receive your notifications. While logged in to the Clearinghouse, click on the bell icon to open your Notifications box and click on **Settings**. This will take you to your Notification Settings page where you will see a list of all your notifications, as well as the notification methods currently set for each. Click **change setting** to turn a notification on or off. If you turn off an “In Clearinghouse” notification, you will **not** receive that notification in your Notifications box

Per § [382.707](#), FMCSA must notify a driver when information concerning that driver has been added to, revised, or removed from the Clearinghouse. These notifications are sent either by email or U.S. Mail. Registered drivers can update this preference, which they selected during registration, in the Notification Settings page. Drivers cannot turn off these notifications.

Drivers who are not registered for the Clearinghouse will only receive **these** notifications via U.S. Mail. FMCSA will send the letter to the mailing address associated with that driver's commercial driver's license (CDL). Any CDL driver may switch to email notifications by registering for the Clearinghouse and changing this notification setting.

Log in to the Clearinghouse to customize your notifications.

If you don't have a Clearinghouse account, [register today](#).

Refusing Consent

What Does It Mean?

Per § [382.703](#), an employer cannot access a driver's Clearinghouse record without first obtaining that driver's consent. The type of consent depends on the [type of query](#) the employer, or their service agent, is conducting.

Before conducting a *limited query*, an employer must obtain *general consent* outside of the Clearinghouse. This may be obtained in writing, and may be valid for multiple years. [View a sample general consent request.](#)

Before conducting a *full query*, an employer must obtain the driver's *specific consent*. This includes all pre-employment queries. This specific consent must be obtained electronically in the Clearinghouse. A driver must be registered and logged in to the Clearinghouse to respond to a consent request for a full query.

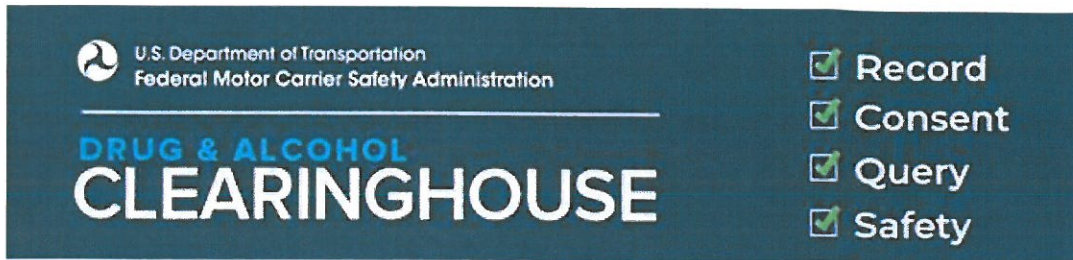
What happens if a driver does not consent to a query?

If a driver does not consent to the query, it means the employer requesting the consent cannot access that driver's Clearinghouse record. This also means the employer cannot verify that the driver does not have an unresolved drug and alcohol program violation in their Clearinghouse record.

Therefore, by refusing to consent to an employer's query consent request, a driver is prohibited from performing safety-sensitive functions, including operating a commercial motor vehicle (CMV), *for that employer*. Refusing consent to one employer does not affect a driver's eligibility for performing safety-sensitive functions for other employers.

OCTOBER 2020 SAFETY MEETING

Drug & Alcohol Clearinghouse



DOT Announces new Custody and Control Form

The Office of Management and Budget (OMB) has approved a new Federal Drug Testing Custody and Control Form (CCF). This form tracks the handling of a drug test specimen, from the time it is collected until the test result is available. Motor carriers use this form to order drug tests for current or prospective CDL driver employees. The new CCF lists CDL number and State of issuance as donor identification information that can be collected. [Read the DOT announcement](#)

New Clearinghouse feature: Notifications

On October 5, 2020, the FMCSA CDL Drug and Alcohol Clearinghouse was updated to include a new feature: in addition to the emails they receive today, drivers, employers, consortium/third-party administrators (C/TPAs), and substance abuse professionals (SAPs) will now see notifications when there is activity for their attention, as summarized below. These Clearinghouse users can also change their settings to customize how they receive these notifications.

Clearinghouse User	Notifications
Drivers*	• Employer (or C/TPA) has requested consent for a pre-employment query, or other full query • Violation information is entered, modified, or removed from Clearinghouse record
Employers and C/TPAs	• Driver has responded to a consent request for a pre-employment query, or other full query • C/TPAs only: An employer has sent a designation request
SAPs	• Driver has sent a designation request

SAP and MRO Qualifications Reminder

To remain eligible to fulfill their role in the DOT drug and alcohol testing program, SAPs and MROs must continue to meet the requirements established in 49 CFR part 40 (§ [40.121](#) for MROs, § [40.281](#) for SAPs). The Clearinghouse has been updated with a reminder about this continuing obligation, and FMCSA will send email reminders to MROs and SAPs periodically about this requirement.

Clearinghouse Questions

Motor carriers are able to link their Clearinghouse accounts with their FMCSA Portal accounts. To do this, they must be able to log in to their Portal account. Any users experiencing trouble with their Portal account can request assistance using the contact information below:

FMCSA Portal Registration Call Center

800-724-2811

Hours of operation: Monday thru Friday 8:00 a.m.-8:00 p.m. ET

For all other questions on using the Drug and Alcohol Clearinghouse, please call 844-955-0207.

OCTOBER 2020
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: 1. Notifications; 2. Refusing Consent – What Does It Mean _____
2. Safety Meeting: Drug & Alcohol Clearinghouse _____

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires *	Endorsements**	DOT Physical Expires***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				

**List driver's license expiration date in this column.*

***Check licenses for proper endorsements and re-testing (For example: "HazMat") List endorsements in this column.*

****List DOT physical expiration date in this column.*

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulation and curriculum for this monthly safety meeting.

Instructor's Signature: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc.

Gene Maddox/Lynn Eldridge

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507

Fax #: 601-933-3417