

A. Notice to the OPTN Contractor of Long-term Inactive Status

When a member will voluntarily inactivate a transplant program for 15 or more consecutive days, it must provide written notice, including the reasons for inactivation, to the OPTN Executive Director.

B. Notice to the Patients of Long-term Inactive Status

When a member intends to inactivate a transplant program for 15 or more consecutive days, it must provide written notice to the transplant program's potential candidates, candidates, recipients, and living donors currently being treated by the transplant program. Written notice should be provided at least 30 days prior to the planned inactivation date by a method that can be tracked and that provides proof of receipt, such as:

- Commercial overnight delivery service
- Secure electronic communication
- Registered or certified mail, return receipt requested

Written notice must be provided no later than 7 days after inactivation and include *all* of the following:

1. The reasons for inactivating the transplant program.
2. Explanation that although the patient is still on the waiting list, the candidate cannot receive an organ offer through this program while it is inactive.
3. Options for potential candidates, candidates, recipients, and living donors to transfer to another transplant program.
4. Prior to being registered as an active candidate at another transplant program, the accepting transplant program will complete an evaluation to determine suitability for registration.
5. The phone number of the inactive program's administrative office that can help with transferring to another transplant program.

The member must provide to the OPTN Contractor a sample of each type of patient notice it sends to potential candidates, candidates, recipients, and living donors along with a list of patients who received the notice.

If a natural disaster adversely affects the function of a transplant program, the patient notification requirements will be applied reasonably and flexibly.

C. Reactivation after Voluntary Long-term Inactive Status

A member transplant hospital may reactivate its program after long-term voluntary inactivation by submitting the application materials required by the Membership and Professional Standards Committee (MPSC). The MPSC will decide if all criteria for membership are met and that the program can reactivate. The MPSC will then recommend that the Board of Directors notify the Secretary of Health and Human Services (HHS) of the member's reactivation.