

DIRECTIONS GIVEN UNDER THE  
HUMAN FERTILISATION AND EMBRYOLOGY ACT 1990

Directions on record\*

Ref. D 1991/4

These Directions are:	GENERALDIRECTIONS
Section of the Act providing for these Directions	Section 12(d), 12(g), 13(2), 14(l)(d), 15(2)
These Directions come into force on:	1 August 1991
These Directions remain in force:	Until revoked

1. Licensed centres must keep records relating to the matters listed overleaf in the appropriate form set out in the Schedule to these directions.
2. A copy of the form must be sent to the Authority by the end of the period stated for each form.
3. Centres holding other records in computer form must also be able to produce hard copies of records.

4a.-IVF treatment cycle form (ref no (91)1)

An IVF treatment cycle form must be completed for each monthly IVF treatment cycle for each woman whether or not the cycle is abandoned before embryo transfer. A treatment cycle begins

- if fresh embryos are to be used, with the administration of drugs for the purpose of superovulation, or if no such drugs are used, with the collection of egg(s) or any attempt to collect them,
- if stored embryos are to be used, when the stored embryos are taken out of storage in order to be transferred

and ends when it is established whether or not a clinical pregnancy has resulted. A copy must be sent to the Authority no later than 8 weeks after the date of transfer of the embryo(s) to the woman, or if the cycle was abandoned before then, no later than one week after it was abandoned.

b. PI treatment cycle form (ref no (91)2)

Any treatment services other than IVF using gametes provided by a donor must be recorded on a DI treatment cycle form. A copy must be sent to the Authority no later than 8 weeks after the end of the last treatment cycle recorded on the form.

c. Outcome form (ref no (91)3)

The results of any treatment services provided must be recorded on an outcome form. Copies of completed available forms must be sent to the Authority on the 15th day of each month or, if that is not a working day, on the following working day.

d. Donor information form (ref no (91)4)

This paragraph applies to:

- i. centres which have gametes already in store on 1 August 1991 (wherever they came from), and
- ii. centres where gametes are provided on or after 1 August 1991 by any new donor (which means donors who do not have any gametes already in store there on that date), or where gametes are received from abroad in accordance with directions.

Each such centre must complete a donor information form no later than the first occasion on or after 1 August 1991 when gametes from a particular donor are either

- i. used at that centre in treatment services, or
- ii. supplied by that centre to another centre for use for the purpose of providing treatment services

whichever happens first.

A copy of the form must be sent to the Authority within one week after that first use or first supply.

e. Embryo storage or research form (ref no (91)5)

Any mixing of egg and sperm in vitro otherwise than in the course of IVF treatment, and the storage and intended use of any embryos produced, must be recorded on an embryo storage and research form. A copy must be sent to the Authority no later than two weeks after the date on which eggs and sperm are mixed.

---

Date: 27 July 1991

Colin Campbell  
Chairman