

**DIRECTIONS GIVEN UNDER THE
HUMAN FERTILISATION AND EMBRYOLOGY ACT 1990**

Directions on records

Ref. D 1992/2

These Directions are:

GENERAL DIRECTIONS

Section of the Act providing
for these Directions:
24(2)

Section 12(d)(g), 13(2), 14(l)(d),
15(2) and

These Directions are deemed
to have taken effect on

1 April 1992

These Directions remain
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 beings:

- 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 of the form 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.

4b. DI 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.

4c. 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 date of each month or, if that is not a working day, on the following working day.

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

This paragraph applies to:

- i. centres which had gametes already in store on 1 August 1991 (wherever they came from), and
- ii. centres where gametes have been 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 the first use or first supply.

The centre may omit the donor's name from the donor information form when all the following conditions are satisfied but not otherwise:

- i. a woman has a child ("the donor child") who was born in consequence of treatment services provided before 1 August 1991;
- ii. on or before 31 March 1992 the Authority received notice that the woman had made a written request to that or any other centre to have treatment services in order to produce a full sibling for the donor child;
- iii. the gametes to be used in the course of the treatment services were already in store on 1 August 1991.
- iv. at the time the gametes were provided, the donor did not agree to the disclosure of his name by the centre and one of the following conditions is satisfied:
 - a. the donor's name is not known to the centre or to any other centre; or
 - b. although the donor's name is known the centre has not been able to trace him to obtain his agreement despite reasonable efforts to do so; or
 - c. the donor has been asked to agree to the disclosure of his name to the Authority and he has refused.

4e. Embryo storage or research form (ref no. (91)5)

Any mixing of egg or 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:

Colin Campbell
Chairman