



**Register Forms  
Donor Sperm Procurement Form**

**Guidelines for Completion**

**Version 2009**

**Published 19/5/2009**

# GUIDANCE NOTES ON COMPLETING HFEA FORMS

## SP – Donor Sperm Procurement Form

Version 2009/1

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<b>When to use this form</b>	<p>This form records the amount of sperm donated by each donor producing samples at your centre.</p> <p><b>The form can be submitted to the HFEA per donation, monthly or per course/cycle, whichever method is most convenient for you. It can be used to record information on multiple donors or just one.</b></p> <p>This form should NOT be used to record donor sperm coming into storage from another clinic, the Embryo and Gamete movement – In form should be completed in that case.</p>
<b>HFEA centre reference number</b>	<p>This is the unique number issued to each physical clinic/centre by the HFEA upon receipt of an initial licence application. The centre number <b>must</b> be included on all forms returned to the HFEA. Centre numbers should be quoted in the format of four numerics – i.e. 0000.</p> <p>The EDI application will automatically populate this field.</p>
<b>HFEA form number</b>	<p>Each Embryo and Gamete movement form has a single unique number to identify it, (top right hand corner starting with the letter GI). If, after submitting a form, a correction needs to be made, it is essential that the unique form number of the form being corrected or updated be quoted on any new form in section 1.</p> <p>Original forms using duplicate form numbers will be rejected and returned to the centre. It is the responsibility of the centre to ensure that where forms are generated from Electronic Patient Records systems, that form numbers are not repeated.</p> <p>The EDI application will automatically populate this field.</p>
<div style="background-color: #f0f0f0; border: 1px solid black; padding: 5px;"> <p><b>Donor Sperm Procurement</b> <span style="float: right;">Centre <input type="text" value="0017"/> Form SP <input type="text"/></span></p> <p>1 This form: <input checked="" type="radio"/> Is a new submission <input type="radio"/> Is correcting details previously supplied</p> <p>This form is notifying corrections to form SP <input type="text"/></p> </div>	

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<b>Section 1</b>	<p><b>This form:-</b></p> <p>If this form is recording movements for the first time, then please ensure the 'IS A NEW SUBMISSION' field is ticked.</p> <p>If you wish to make changes or corrections to a previous form, then the number of the original form which is now being replaced must be supplied.</p> <p>If this is a correcting form then please tick – IS CORRECTING DETAILS PREVIOUSLY SUPPLIED</p> <p><b>Notifying Corrections</b></p> <p>To send a correction form the original form should be opened on EDI, and the 'EDIT' button along the bottom should be clicked.</p> <p>The EDI system will automatically populate the 'notifying correction to' form number.</p>
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2 Form completed on	<input style="width: 100%;" type="text" value="20/04/2009"/>
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<b>Section 2</b>	<p><b>Form Completed On</b></p> <p>This is the date on which the form is being completed, or for corrections the date on which the new information is being supplied.</p>
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3 Month Form Relates to	<input style="width: 150px;" type="text"/> <span style="margin-left: 20px;">Year</span> <input style="width: 50px;" type="text"/>
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<b>Section 3</b>	<p><b>Month Form relates to</b></p> <p>If you are submitting donor sperm procurement details on a monthly basis please complete the details for which month you are referring.</p>
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4 Patient/Donor No.	Number of sperm samples	Sperm Measurement
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 100%;" type="text"/>

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<b>Section 4</b>	<p><b>Patient/Donor No.</b></p> <p>This is for the Donor code/number allocated to the donor at your clinics. (Reminder this form should only be used for donors producing samples at your centre).</p> <p><b>Number of Samples</b></p> <p>Please enter the number of samples going into storage at your centre.</p> <p><b>Method of Storage</b></p> <p>Please select from the drop down list the method of storage used, options are:</p> <ul style="list-style-type: none"><li>• Ampoules</li><li>• Straws</li><li>• Vials</li></ul>
5 Comments	<input type="text"/>
<b>Section 5</b>	<p><b>Comments</b></p> <p>This field is available in case there is anything specific about the information being submitted that you want to tell the HFEA</p>

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**SAMPLE FORM - DO NOT COPY OR USE**

**Donor Sperm Procurement** Centre  Form SP

1 This form:  Is a new submission  Is correcting details previously supplied

This form is notifying corrections to form SP

2 Form completed on

3 Month Form Relates to  Year

4 Donor No.	Number of sperm samples	Method of storage
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Comments

HFEA: Donor Sperm Procurement (58) - 04 Feb 2009