



**Register Forms
Embryo and Gamete Movement – Out**

Guidelines for completion

Version 2009

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**GUIDANCE NOTES ON COMPLETING HFEA FORMS
GO – Embryo and Gamete Movement Form - Out**

Version 2009/1

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| | |
|---|--|
| <p>When to use this form</p> | <p>This form should be used when a patient’s embryo’s or eggs or a donor’s eggs or sperm are being removed from storage for reasons OTHER THAN TREATMENT at your centre.</p> <p>This includes removal from storage for destruction, allocation to research, thawed for research and not found viable, sent to another HFEA licensed centre in the UK or exported abroad.</p> <p>This form will replace the requirement to submit The ‘Notification of the transfer of gametes and embryos from the UK to Gibraltar or the EEA’ and the ‘Notification of the transfer of gametes and embryos from the UK to countries outside of the EEA or Gibraltar’ forms and should reduce the burden of regulation on exports.</p> |
| <p>HFEA centre reference number</p> | <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 must 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> |
| <p>HFEA form number</p> | <p>Each Embryo and Gamete movement form has a single unique number to identify it, (top right hand corner starting with the letter GO). 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. 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; padding: 5px;"> <p>Gamete Movement Out Centre <input type="text" value="0017"/> Form GO <input type="text"/></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 GO <input type="text"/></p> </div> | |

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| | |
|------------------------|---|
| Section 1 | <p><i>This form:-</i></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>Notifying Corrections 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> |
| 2 Form completed on | <input style="width: 150px;" type="text" value="20/04/2009"/> |
| Section 2 | <p>Form Completed On</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> |
| 3 Patient/Donor number | <input style="width: 150px;" type="text"/> |
| Section 3 | <p>Patient/Donor Number</p> <p>The patient or Donor number allocated to individual whose eggs, embryos or sperm is being moved (remember this form relates to donated sperm only) This number should relate the number under which the patient or donor has been registered at your centre.</p> <p>Changes to Patient/Donor numbers should only be made through an appropriate Patient registration or Donor Information Form.</p> |
| 4 Patient/Donor name | <input style="width: 250px;" type="text"/> |
| Section 4 | <p>Patient/Donor Surname</p> <p>To ensure that the correct patient ID has been supplied above, please enter the patients surname as specified on their Patient Registration form. If this information does not match, then a validation error will confirm this inconsistency.</p> |
| 5 Date of removal | <input style="width: 80px;" type="text" value="_/_/"/> |

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| Section 5 | <p>Date of Removal</p> <p>This should be date the eggs, embryos or donor sperm was removed from storage.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--------------------------------|--|--------------------------------|--------------------------|-----------|----------------------|----------------------|----------------------|--|-----------------------|----------------------|----------------------|----------------------|--|--|----------------------|----------------------|----------------------|--|-----------------|--|--|--|--|-------------------|--|----------------------|----------------------|--|-------------|--|----------------------|----------------------|--|
| <p>6 Forms to which gamete collection/creation apply <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/> <input style="width: 150px;" type="text"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 6 | <p>Forms to which gamete collection/creation apply</p> <p>If the form is relating to embryos created or eggs collected at your centre or at another UK centre the form number should be supplied here.</p> <p>If the form relates to embryos or eggs from outside the UK you are NOT expected to complete this section.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>7 Special/General Directions if Applicable <input style="width: 200px;" type="text"/></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Section 7 | <p>Special/General Directions if Applicable</p> <p>If the gamete or embryo movement is through special or general directions please complete this field</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>8 Reason for Removal <input style="width: 250px;" type="text"/></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">This form is reporting numbers/amounts of gametes/embryos</th> <th style="text-align: center; padding: 5px;">Number of eggs</th> <th style="text-align: center; padding: 5px;">Number of embryos</th> <th style="text-align: center; padding: 5px;">Number of sperm samples</th> <th style="text-align: center; padding: 5px;">Sperm Measurement</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Destroyed</td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input style="width: 100px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Allocated to research</td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input style="width: 100px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Thawed for research and found not to be viable</td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input style="width: 100px;" type="text"/></td> </tr> <tr> <td colspan="5" style="padding: 5px;">Transfer</td> </tr> <tr> <td style="padding: 5px;">Sent to UK centre</td> <td style="text-align: center; padding: 5px;"><input style="width: 200px;" type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input style="width: 100px;" type="text"/></td> </tr> <tr> <td style="padding: 5px;">Exported to</td> <td style="text-align: center; padding: 5px;"><input style="width: 200px;" type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input type="text"/></td> <td style="text-align: center; padding: 5px;"><input style="width: 100px;" type="text"/></td> </tr> </tbody> </table> | | This form is reporting numbers/amounts of gametes/embryos | Number of eggs | Number of embryos | Number of sperm samples | Sperm Measurement | Destroyed | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | Allocated to research | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | Thawed for research and found not to be viable | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | Transfer | | | | | Sent to UK centre | <input style="width: 200px;" type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | Exported to | <input style="width: 200px;" type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> |
| This form is reporting numbers/amounts of gametes/embryos | Number of eggs | Number of embryos | Number of sperm samples | Sperm Measurement | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Destroyed | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allocated to research | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thawed for research and found not to be viable | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Transfer | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sent to UK centre | <input style="width: 200px;" type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Exported to | <input style="width: 200px;" type="text"/> | <input type="text"/> | <input type="text"/> | <input style="width: 100px;" type="text"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| Section 8 | Reason for Removal Please select the appropriate reason for removal from storage from the drop down list, please contact your QA representative if you would like to add additional reasons <ul style="list-style-type: none">• End of storage period• Removal of consent• Donation for research• Donation for treatment of others This form is reporting numbers/amounts of gametes/embryos Please complete the relevant fields. If completing donor sperm samples, please confirm the method of storage from the drop down, the options are: <ul style="list-style-type: none">• Ampoules• Straws• Vials Transfer If the eggs, donated sperm or embryos are being transferred to another UK licensed centre please select the centre from the drop down list. If they are being exported please select the country from the drop down list. |
| 9 Comments | <input type="text"/> |
| Section 9 | Comments This field is available in case there is anything specific about the information being submitted that |

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SAMPLE FORM - DO NOT COPY OR USE

Gamete Movement Out Centre Form **GO**

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

This form is notifying corrections to form GO

2 Form completed on

3 Patient/Donor number

4 Patient/Donor name

5 Date of removal

6 Forms to which gamete collection/creation apply

7 Special/General Directions if Applicable

8 Reason for Removal

| This form is reporting numbers/amounts of gametes/embryos | Number of eggs | Number of embryos | Number of sperm samples | Sperm Measurement |
|---|----------------------|----------------------|-------------------------|----------------------|
| Destroyed | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Allocated to research | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Thawed for research and found not to be viable | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Transfer

Sent to UK centre

Exported to

9 Comments

HFEA: Gamete Movement Out (28) - 8 Jan 2009