



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

**Guidelines for completion**

**Version 2009/2**

**Published 15/10/2009**

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

Version 2009/2

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<b>When to use this form</b>	<p>This form should be used for two purposes:</p> <ul style="list-style-type: none"> <li>• to notify the HFEA when a patient’s or donor’s embryos or eggs or a donor’s sperm are removed from storage for reasons other than treatment at your centre (the HFEA <b>should not</b> be notified of the removal from storage of partner sperm). This includes removal from storage for destruction, for allocation to research (whether or not they are used in research), or to be sent to another HFEA licensed centre in the UK.</li> <li>• to notify the HFEA when a patient’s or donor’s eggs, sperm or embryos are exported in line with general directions. The HFEA <b>should</b> be notified of the export of partner sperm.</li> </ul> <p>This form replaces 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.</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 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>

**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

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

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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>
2 Form completed on <input type="text" value="20/04/2009"/>	
<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>
3 Patient/Donor number <input type="text"/>	
<b>Section 3</b>	<p><b>Patient/Donor Number</b></p> <p>The Patient or Donor number allocated to an individual whose eggs, embryos or sperm is being moved (remember, unless sperm is being exported this form relates to <b>donated</b> sperm only). This number should relate to the number under which the patient or donor has been registered with the HFEA.</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 type="text"/>	
<b>Section 4</b>	<p><b>Patient/Donor Surname</b></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 type="text" value="___/___/___"/>	

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<b>Section 5</b>	<p><b>Date of Removal</b></p> <p>This should be date the eggs, embryos or donor sperm was removed from storage., or Patient sperm if exported.</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>																																				
<b>Section 6</b>	<p><b>Forms to which gamete collection/creation apply</b></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>																																				
<b>Section 7</b>	<p><b>Special/General Directions if Applicable</b></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;"><b>This form is reporting numbers/amounts of gametes/embryos</b></th> <th style="text-align: center; padding: 5px;"><b>Number of eggs</b></th> <th style="text-align: center; padding: 5px;"><b>Number of embryos</b></th> <th style="text-align: center; padding: 5px;"><b>Number of sperm samples</b></th> <th style="text-align: center; padding: 5px;"><b>Sperm Measurement</b></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;"><b>Transfer</b></td> </tr> <tr> <td style="padding: 5px;">Sent to UK centre</td> <td style="text-align: center; padding: 5px;"><input style="width: 150px;" 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: 150px;" 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>		<b>This form is reporting numbers/amounts of gametes/embryos</b>	<b>Number of eggs</b>	<b>Number of embryos</b>	<b>Number of sperm samples</b>	<b>Sperm Measurement</b>	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"/>	<b>Transfer</b>					Sent to UK centre	<input style="width: 150px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input style="width: 100px;" type="text"/>	Exported to	<input style="width: 150px;" type="text"/>	<input type="text"/>	<input type="text"/>	<input style="width: 100px;" type="text"/>
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<b>Section 8</b>	<b>Reason for Removal</b>  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"><li>• End of storage period</li><li>• Removal of consent</li><li>• Donation for research</li><li>• Donation for treatment of others</li></ul> <b>This form is reporting numbers/amounts of gametes/embryos</b>  Please complete the relevant fields. If completing for donor sperm samples, please confirm the method of storage from the drop down, the options are: <ul style="list-style-type: none"><li>• Ampoules</li><li>• Straws</li><li>• Vials</li></ul> <b>Transfer</b>  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 (including partner sperm) please select the country from the drop down list.
9 Comments	<input type="text"/>
<b>Section 9</b>	<b>Comments</b>  This field is available in case there is anything specific about the information being submitted that may be relevant to the HFEA.

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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