MODEL PROTOCOLS FOR WITNESSING THE IDENTIFICATION OF SAMPLES AND PATIENTS/DONORS

Centres should have in place witnessing protocols, relevant to their local systems and conditions, based on the following model protocols:

On each occasion on which eggs are collected (EC):		
Manual	**Bar coding**	**RFID**
	Prior to egg collection an appropriate person should confirm the identity of the egg provider by asking her to state her full name and date of birth. The egg provider's information should then be entered into a bar coding system and bar code labels should be allocated to the egg provider. A bar code (contained on a bracelet or card) should be issued to the egg provider. This should be witnessed by another appropriate person (this person could be the egg provider)	Prior to egg collection an appropriate person should confirm the identity of the egg provider by asking her to state her full name and date of birth. The egg provider's information should then be entered into an RFID system and RFID tags should be allocated to the egg provider. An RFID tag (contained on a bracelet or card) should be issued to the egg provider. This should be witnessed by another appropriate person (this person could be the egg provider)

The person performing the procedure should confirm the identity of the egg provider by asking her to state her full name and date of birth. The identifying information provided by the egg provider should be simultaneously cross checked against the egg provider's records and laboratory data sheet by the person performing the procedure and another embryologist or clinician.	At egg collection the person performing the procedure should confirm the identity of the egg provider by asking her to state her full name and date of birth. The egg provider's bar code bracelet or card should be scanned. The identifying information provided by the egg provider should be simultaneously cross checked against the information on the bar coding system and laboratory data sheet by the person performing the procedure.	At egg collection the person performing the procedure should confirm the identity of the egg provider by asking her to state her full name and date of birth. The egg provider's RFID tag bracelet or card should be read. The identifying information provided by the egg provider should be simultaneously cross checked against the information on the RFID system and laboratory data sheet by the person performing the procedure.
The egg provider's full name and a unique identifier (in the case of donation and/or the full name and unique identifier of the intended recipient) should be marked on the egg collection dish(es) and lid(s). At the time the procedure takes place this information should be cross checked, by the person performing the procedure and another embryologist or clinician, to the egg provider and her documentation.	A bar code should be attached to the egg collection dish(es). The egg provider's full name and a unique identifier (in the case of donation and/or the full name and unique identifier of the intended recipient) should be marked on the egg collection dish(es) and lid(s). At the time the procedure takes place this information should be cross checked, by the person performing the procedure, to the egg provider and her information stored on the bar coding system.	An RFID tag should be attached to the egg collection dish(es). The egg provider's full name and a unique identifier (in the case of donation and/or the full name and identifier of the intended recipient) should be marked on the egg collection dish(es) and lid(s). At the time the procedure takes place this information should be cross checked, by the person performing the procedure, to the egg provider and her information stored on the RFID system.

On each occasion on which sperm is collected (this protocol may be adapted accordingly for home sample production) (SC):		
Manual	**Bar coding**	**RFID**
	Prior to sperm collection an appropriate person should confirm the identity of the sperm provider by asking him to state his full name and date of birth. The sperm provider's information should then be entered into a bar coding system and bar code labels should be allocated to the sperm provider. This should be witnessed by another appropriate person (this person could be the sperm provider)	Prior to sperm collection an appropriate person should confirm the identity of the sperm provider by asking him to state his full name and date of birth. The sperm provider's information should then be entered into an RFID system and RFID tags should be allocated to the sperm provider. This should be witnessed by another appropriate person (this person could be the sperm provider)
Before the sample is produced an appropriate person should confirm the identity of the sperm provider by asking him to state his full name and date of birth.	Before the sample is produced an appropriate person should confirm the identity of the sperm provider by asking him to state his full name and date of birth. If the sperm provider has a bar code bracelet this should be scanned.	Before the sample is produced an appropriate person should confirm the identity of the sperm provider by asking him to state his full name and date of birth. If the sperm provider has an RFID tag bracelet/card this should be read.
The sperm provider's full name and a unique identifier (and, if considered appropriate, the full name and unique identifier of the woman to be treated) should be marked on the sperm receptacle.	The sperm provider's full name and a unique identifier should be marked on the sperm receptacle (and, if considered appropriate, the full name and unique identifier of the woman to be treated). A bar code should be attached to the sperm receptacle.	The sperm provider's full name and a unique identifier should be marked on the sperm receptacle (and, if considered appropriate, the full name and unique identifier of the woman to be treated). An RFID tag should be attached to the sperm receptacle.

The identifying information provided by the sperm provider should be simultaneously cross checked against the sperm provider's records, laboratory data sheet and information on the sperm receptacle by two appropriate people (one of which could be the sperm provider).	The identifying information provided by the sperm provider should be simultaneously cross checked against the information on the bar coding system and the laboratory data sheet by an appropriate person.	The identifying information provided by the sperm provider should be simultaneously cross checked against the information on the RFID system and the laboratory data sheet by an appropriate person.
Following sample production the sperm provider should sign to confirm that the sample is his. The sperm sample should be received at a specific point in the centre.	Following sample production the sperm provider should sign to confirm that the sample is his. The sperm sample should be received at a specific point in the centre.	Following sample production the sperm provider should sign to confirm that the sample is his. The sperm sample should be received at a specific point in the centre.
When sperm is surgically retrieved a protocol in line with that for egg collection should be followed.	When sperm is surgically retrieved a protocol in line with that for egg collection should be followed.	When sperm is surgically retrieved a protocol in line with that for egg collection should be followed.

On each occasion on which sperm is prepared (SP):		
Manual	**Bar coding**	**RFID**
	Bar codes should be attached to all tubes.	RFID tags should be attached to all tubes.

The sperm provider's full name and a unique identifier should be marked on all tubes (and/or, if considered appropriate, the full name and unique identifier of the woman to be treated).	The sperm provider's full name and a unique identifier (and/or if considered appropriate the full name and unique identifier of the woman to be treated) should be marked on all tubes.	The sperm provider's full name and a unique identifier (and/or if considered appropriate the full name and unique identifier of the woman to be treated) should be marked on all tubes.
At the time the procedure takes place this information should be cross checked, by the person performing the procedure and another appropriate person, to the sperm provider's documentation (and/or the documentation of the woman to be treated) and information on the original sperm receptacle.	At the time the procedure takes place this information should be cross checked, by the person performing the procedure, to the sperm provider's information (and/or information of the woman to be treated) on the bar coding system and the information on the original sperm receptacle.	At the time the procedure takes place this information should be cross checked, by the person performing the procedure, to the sperm provider's information (and/or information of the woman to be treated) on the RFID system and the information on the original sperm receptacle.
The person performing the procedure should ensure that no more than one sample is processed in the critical working area (e.g. under the hood) at any one time	The person performing the procedure should ensure that no more than one sample is processed in the critical working area (e.g. under the hood) at any one time	The person performing the procedure should ensure that no more than one sample is processed in the critical working area (e.g. under the hood) at any one time

On each occasion on which eggs are mixed with sperm or on which sperm is injected into eggs (IVF/ICSI):		
Manual	**Bar coding**	**RFID**
The person performing the procedure and another appropriate person should verify the sperm provider's identifying information on the sperm container with the egg provider's identifying information on all dishes containing eggs and patient/donor documentation to check that the sperm and eggs should be mixed/sperm should be injected into eggs. This should take place at the time the procedure takes place.	The person performing the procedure and another appropriate person should verify the sperm provider's identifying information on the sperm container with the egg provider's identifying information on all dishes containing eggs and the information on the bar coding system to check that the sperm and eggs should be mixed/sperm should be injected into eggs. This should take place at the time the procedure takes place.	The person performing the procedure and another appropriate person should verify the sperm provider's identifying information on the sperm container with the egg provider's identifying information on all dishes containing eggs and the information on the RFID system to check that the sperm and eggs should be mixed/sperm should be injected into eggs. This should take place at the time the procedure takes place.

On each occasion on which gametes or embryos are transferred between tubes/dishes e.g. at fertilisation check (TD):		
Manual	**Bar coding**	**RFID**
	Bar codes should be attached to all tubes/dishes the gametes/embryos are transferred to.	RFID tags should be attached to all tubes/dishes at the gametes/embryos are transferred to.
The patient's/donor's full name and a unique identifier should be marked on all tubes/dishes which gametes/embryos are transferred to.	The patient's/donor's full name and a unique identifier should be marked on all tubes/dishes which the gametes/embryos are transferred to.	The patient's/donor's full name and a unique identifier should be marked on all tubes/dishes which the gametes/embryos are transferred to.
At the time of transfer this information should be cross checked, by the person performing the procedure and another appropriate person, to the patient's/donor's documentation and information on the tube/dish which the gametes or embryos are being transferred from.	At the time of transfer this information should be cross checked, by the person performing the procedure and another appropriate person, to the information on the bar coding system and information on the tube/dish which the gametes or embryos are being transferred from. As part of their risk assessment centres may consider that witnessing these steps is not necessary (for example if the system has forcing functions)	At the time of transfer this information should be cross checked, by the person performing the procedure and another appropriate person, to the information on the RFID system and the information on the tube/dish which the gametes or embryos are being transferred from. As part of their risk assessment centres may consider that witnessing these steps is not necessary (for example if the system has forcing functions)

On each occasion on which embryos are transferred to a woman (ET):		
Manual	**Bar coding**	**RFID**
The person performing the procedure should confirm the identity of the patient by asking her to state her full name and date of birth.	The person performing the procedure should confirm the identity of the patient by asking her to state her full name and date of birth. The patient's bar code bracelet or card should be scanned.	The person performing the procedure should confirm the identity of patient by asking her to state her full name and date of birth. The patient's RFID tag bracelet or card should be read.
The identifying information provided by the patient should be simultaneously cross checked against the patient's records and the information on the dish containing the embryos by the person performing the procedure and another embryologist or clinician to check that these are the correct embryos to transfer.	The identifying information provided by the patient should be simultaneously cross checked against the information on the bar coding system and the information on the dish containing the embryos by the person performing the procedure and another embryologist or clinician to check that these are the correct embryos to transfer.	The identifying information provided by the patient should be simultaneously cross checked against the information on the RFID system and the information on the dish containing the embryos by the person performing the procedure and an another embryologist or clinician to check that these are the correct embryos to transfer.
This process should be repeated if embryos are placed back in culture and the process of embryo transfer is restarted.	This process should be repeated if embryos are placed back in culture and the process of embryo transfer is restarted.	This process should be repeated if embryos are placed back in culture and the process of embryo transfer is restarted.

On each occasion on which a woman is inseminated using sperm prepared in a laboratory (witnessing steps for sperm collection and sperm preparation should have been followed prior to this) (IUI):		
Manual	**Bar coding**	**RFID**
	Prior to insemination an appropriate person should confirm the identity of the patient by asking her to state her full name and date of birth. The patient's information should then be entered into a bar coding system and bar code labels should be allocated to the patient. A bar code (contained on a bracelet or card) should be issued to the patient. This should be witnessed by another appropriate person (this person could be the patient).	Prior to insemination an appropriate person should confirm the identity of the patient by asking her to state her full name and date of birth. The patient's information should then be entered into an RFID system and RFID tags should be allocated to the patient. This should be witnessed by another appropriate person and, if possible, the patient. An RFID tag (contained on a bracelet or card) should be issued to the patient. This should be witnessed by another appropriate person (this person could be the patient).
The person performing the procedure should confirm the identity of the patient by asking her to state her full name and date of birth.	The person performing the procedure should confirm the identity of the patient by asking her to state her full name and date of birth. The patient's bar code bracelet or card should be scanned.	The person performing the procedure should confirm the identity of the patient by asking her to state her full name and date of birth. The patient's RFID tag bracelet or card should be read.

The identifying information provided by the patient should be simultaneously cross checked against the patient's records by the person performing the procedure and another appropriate person (this person could be the patient).	The identifying information provided by the patient should be simultaneously cross checked against the information on the bar coding system by the person performing the procedure.	The identifying information provided by the patient should be simultaneously cross checked against the information on the RFID system by the person performing the procedure.
The person performing the procedure and another appropriate person (when partner sperm is used this person could be the patient) should verify the sperm provider's identifying information in the sperm provider's documentation and on the sperm container and should confirm that this is the correct sperm provider before the sperm is used.	The person performing the procedure and another appropriate person (when partner sperm is used this person could be the patient) should verify the sperm provider's identifying information on the bar coding system and on the sperm container and should confirm that this is the correct sperm provider before the sperm is used.	The person performing the procedure and another appropriate person (when partner sperm is used this person could be the patient) should verify the sperm provider's identifying information on the RFID system and on the sperm container and should confirm that this is the correct sperm provider before the sperm is used.

On each occasion on which gametes or embryos are placed into cryopreservation storage (GES):		
Manual	**Bar coding**	**RFID**
The person placing the gametes or embryos into storage should ensure that the storage container (straw/ampoule) is clearly labelled in line with the HFEA standard on 'labelling of packages containing procured gametes and embryos'.	The person placing the gametes or embryos into storage should ensure that the storage container (straw/ampoule) is clearly labelled in line with the HFEA standard on 'labelling of packages containing procured gametes and embryos'.	The person placing the gametes or embryos into storage should ensure that the storage container (straw/ampoule) is clearly labelled in line with the HFEA standard on 'labelling of packages containing procured gametes and embryos'.
	A bar code should be attached to the storage container (straw/ampoule).	An RFID tag should be attached to the storage container (straw/ampoule).
At the time the procedure takes place this information should be cross checked, by the person performing the procedure and another appropriate person, to the patient's/donor's documentation and information on the tube/dish which the gametes or embryos are being transferred from.	At the time the procedure takes place this information should be cross checked, by the person performing the procedure and another appropriate person, to the patient's/donor's information on the bar coding system and information on the tube/dish which the gametes or embryos are being transferred from.	At the time the procedure takes place this information should be cross checked, by the person performing the procedure and another appropriate person, to the patient's/donor's information on the RFID system and information on the tube/dish which the gametes or embryos are being transferred from.

The placing of gametes or embryos into the dewar (specifically the location the container(s) is/are placed in the dewar) should be witnessed by another appropriate person. Where considered appropriate this may be checked retrospectively.	The placing of gametes or embryos into the dewar (specifically the location the container(s) is/are placed in the dewar) should be witnessed by another appropriate person. Where considered appropriate this may be checked retrospectively.	The placing of gametes or embryos into the dewar (specifically the location the container(s) is/are placed in the dewar) should be witnessed by another appropriate person. Where considered appropriate this may be checked retrospectively.

On each occasion on which gametes or embryos are removed from cryopreservation storage (GER):		
Manual	**Bar coding**	**RFID**
The person removing the gametes or embryos from storage and another appropriate person should check that information on the storage container(s) matches the information in the patient/donor records to confirm the correct gametes or embryos are removed.	The person removing the gametes or embryos from storage and another appropriate person should check that the information on the storage container(s) and the bar coding system matches the information in the patient/donor records to confirm the correct gametes or embryos are removed.	The person removing the gametes or embryos from storage and another appropriate person should check that the information on the storage container(s) and the RFID system matches the information in the patient/donor records to confirm the correct gametes or embryos are removed.

The person transferring the gametes or embryos from the storage container to the thaw dish/tube should cross refer identifying information (including full patient/donor name and a unique identifier) on the storage container and the patient/donor documentation to the thaw dish/tube. This should be checked by another appropriate person at the time the procedure takes place.	The person transferring the gametes or embryos from the storage container to the thaw dish/tube should cross refer identifying information (including full patient/donor name and a unique identifier) on the storage container and the information on the bar coding system (or the patient/donor documentation if bar codes are not used in storage) to the thaw dish/tube. A bar code should be attached to thaw the dish/tube. This should be checked by another appropriate person at the time the procedure takes place.	The person transferring the gametes or embryos from the storage container to the thaw dish/tube should cross refer identifying information (including full patient/donor name and a unique identifier) on the storage container and the information on the RFID system (or the patient/donor documentation if RFID tags are not used in storage)to the thaw dish/tube. A RFID tag should be attached to the thaw dish/tube This should be checked by another appropriate person at the time the procedure takes place.

On each occasion on which gametes or embryos are disposed of (GED):		
Manual	**Bar coding**	**RFID**
The person disposing of the gametes or embryos and another appropriate person should check that information on the storage containers matches the information in the patient/donor records and that these are the correct gametes or embryos to dispose.	The person disposing of the gametes or embryos and another appropriate person should check that information on the storage containers and the information on the bar coding system matches the information in the patient/donor records and that these are the correct gametes or embryos to dispose.	The person disposing of the gametes or embryos and another appropriate person should check that information on the storage containers and the information on the RFID system matches the information in the patient/donor records and that these are the correct gametes or embryos to dispose.

On each occasion on which gametes or embryos are transported (GET):		
Manual	**Bar coding**	**RFID**
Shipping containers should be labelled in line with the HFEA standard for 'Transportation, labelling of shipping container and recall'.	Shipping containers should be labelled in line with the HFEA standard for 'Transportation, labelling of shipping container and recall'.	Shipping containers should be labelled in line with the HFEA standard for 'Transportation, labelling of shipping container and recall'.
The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that information on the storage container matches the information in the patient records and that information on the shipping container is correct.	The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that information on the storage container matches the information on the bar coding system and that information on the shipping container is correct.	The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that information on the storage container matches the information on the RFID system and that information on the shipping container is correct.
The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that the correct documentation accompanies the shipper.	The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that the correct documentation accompanies the shipper.	The person placing the storage container of gametes or embryos into the shipping container, and another appropriate person, should check that the correct documentation accompanies the shipper.