

Guidelines for Transfer of Stored Gametes or Embryos

Local Transfer of Gametes or Embryos between Licensed Centres

1. Gametes or embryos which have been stored in a licensed centre (the Original Centre) must only be transferred to another licensed centre (the Receiving Centre) for the purposes of carrying out relevant activities subject to the licence approved by the Council on Human Reproductive Technology (the Council).
2. If gametes or embryos are to be transferred between licensed centres, adequate arrangements should be made to protect their quality and security. Both the Original Centre and the Receiving Centre must make every endeavour to ensure that the correct gametes or embryos are being transferred.
3. Licensed centres must ensure that the gametes or embryos, which are to be transferred, are kept in such manner that their condition would not deteriorate. The containers shall be labelled in such a way as to make them easily identifiable according to the information provided by the Original Centre below. Above all, access to them should be restricted to the authorized persons and persons to whom the licence applies.
4. The Original Centre should keep a record of the centre to which the gametes or embryos were supplied and the date on which they were supplied. The Receiving Centre should keep a record of the centre from which the gametes or embryos were received and the date on which they were received.

Information to be Provided by Original Centre to Receiving Centre

5. The Original Centre should keep the original and provide a copy of the following documents to the Receiving Centre -
 - (a) a copy of the consent form(s) that relate to the gametes or embryos being supplied or transferred;
 - (b) if donated gametes or embryos are being supplied, a copy of the donor's record; and
 - (c) if patient's gametes or embryos are being transferred, a copy of the treatment records.
6. It is the responsibility of the Receiving Centre to ensure that effective consents have been given to the use and storage of any gametes or embryos that are being transferred to the centre. If the patient's own gametes or embryos are being transferred, the Receiving Centre must obtain consents from the patient for providing storage and treatment services.
7. The Original Centre should also provide a document certifying that the gametes or embryos have been collected and screened in accordance with the Code published by the Council.

Information to be Provided to the Council

8. If the transfer involves donor gametes or embryos, the **Original Centre** should report to the Council within 2 weeks after the completion of the transfer.

Information to be provided to the Council should include -

- (a) the name and licence number of the Original Centre;
- (b) the name and licence number of the Receiving Centre;
- (c) the purpose of transfer;
- (d) the donor's clinical record number;
- (e) the date of transfer and receipt;
- (f) the type and quantity of material being transferred (the Original Centre should state whether there is a partial or complete transfer of the gametes or embryos of a particular donor stored in the centre); and
- (g) approval number provided by the Council (for cases involving use of donor gametes/embryos only).

9. The **Receiving Centre** should also report to the Council by completing the DC Forms 5 or 6, and returning it/them to the Council upon the use of the gametes or embryos.

Payment for Transfer or Supply of Gametes or Embryos

10. The Original Centre could charge the Receiving Centre on the reasonable expenses incurred for the transfer or supply of the gametes or embryos. These may include defraying or reimbursing for⁵¹ -

- (a) the cost of removing, transporting or storing an embryo or gamete to be supplied; and
- (b) any expenses or loss of earnings incurred by a person and attributable to the person supplying an embryo or gamete from the person's body.

Transfer of Gametes or Embryos to Overseas Centres

11. Patients may transfer gametes or embryos which have been stored in a licensed centre in Hong Kong to an overseas centre licensed or established according to the law where it is situated. In making the transfer arrangement, the principles of paras. 2-4 of these guidelines should be observed. A reputable courier should be commissioned to carry out the transfer, and the requirements of exportation of gametes or embryos in paras. 9.13-9.16 of the Code should be complied with.

⁵¹ Human Reproductive Technology Ordinance (Cap. 561) s.2(1) interpretation of the term "payment"