Attachment 3

**Quarterly Report Minimum Elements *(Checklist)***

Reports shall be submitted quarterly and contain the following summary details:

* + Total number of trips to Wadsworth Center (WC)
	+ Pickup locations utilized with location and total number of pickups at each
	+ Percentage of high priority/emergency and priority shipments
	+ Percentage of on time pickups
		- For delays, describe provide high level description of the reason for the delay and any mitigation plans instituted, if appropriate, to eliminate future delays.

* + Percentage of on time delivery to WC (on time as defined in the contract or at minimum consistent with high priority/emergency and priority timeframes provided in the RFP)
* For delays, provide high level description of the reason for the delay and any mitigation plans instituted, if appropriate, to eliminate future delays.
	+ Brief description of any loss of specimens, if such incident occurred, and any corrective measures instituted.
	+ Brief description of damage to specimens, if such incident occurred, and any corrective measures instituted.
	+ Brief description of loss of specimen integrity due to delivery delays, if such incident occurred, and any corrective measures instituted.
	+ Brief description of failure to complete paperwork, if such incident occurred, and any corrective measures instituted.