


# Collection Guide

## What you'll need:

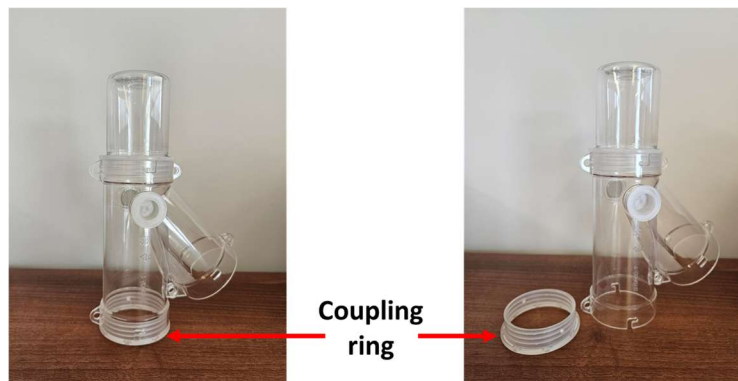
- Prepared collection bottle(s) - 2 labels attached and filled with salt water mixture
- Pencil
- Collection Log Sheet
- Freezer/Refrigerator
- Optional: collection bottle lid from previous week if already sampling

## Bottle collection:

1. Select **week #1 bottle**. Write the “**Start Date**” on both the **external sticker** and **internal paper labels** using a **PENCIL**.
  2. Bring the week #1 bottle to the trap, take the lid off and save it for later. Then screw the bottle onto the bottom half of the trap head and tie it to the trap with the white straps. Review the trap set-up video if needed.
-  **Quest Tip** – Check the trap and the opening to the collection bottle **every other day** for damage, blockages, and after major weather events. Contact [bugquest.canada@gmail.com](mailto:bugquest.canada@gmail.com) if repairs or replacement parts are needed.



3. Return to the trap 1 week (7 days) later with the week #1 lid and next week's bottle. Make sure you go on the same day each week.
4. Carefully untie and unscrew the previous bottle and close it with the matching lid, then screw the next bottle (e.g., week #2, week #3, etc.) onto the bottom half of the trap head and tie it down with the white straps. Please ensure the coupling ring remains on the trap head and reattach if needed.



5. On the completed bottle, write the “**End Date**” on both the **external sticker** and **internal paper labels** using a **PENCIL**. Tear off the internal paper label and place it inside the bottle with the insects.
6. Now record your observations. Use the **Collection Log Sheet** (and optional poster) to note any important details or any scientifically significant events (e.g. trap was down at collection, bottle was dry, weather information, trap disturbances, etc.).

**Example log sheet:**

Week #	Bottle # (BQ#)	Start Date (yyyy-mm-dd)	End Date (yyyy-mm-dd)	Notes
1	BQ#00001	2026-09-14	2026-09-21	Light rain, repaired long pole
2				

The cold helps prevent the DNA from degrading, making it easier to extract.

7. **Store samples in a standard household freezer (e.g., -20°C) or refrigerator (e.g., 4°C).** Avoid exposure to heat, light, or changing temperatures. If freezer or refrigeration is not possible, contact [bugquest.canada@gmail.com](mailto:bugquest.canada@gmail.com) before making other arrangements.
8. Repeat the above steps for the rest of the collection bottles.
  - 💡 **Quest Tip** – If you’d like to continue sampling at your site and need additional supplies, contact [bugquest.canada@gmail.com](mailto:bugquest.canada@gmail.com) before collecting your last bottle to make arrangements.
9. **At the end of the collection season**, take your trap down, remove the *BugQuest: Science in Progress* sign and reusable cable ties, and store them with the rest of your Quest Kit. You may then pause until the next season or conclude your BugQuest participation, depending on your site timeline.
  - 💡 **Quest Tip** – Make sure your trap is dry and remove any debris before packing it back into the bag.