



Shipping Guide

What you'll need:

- Return mailing waybill
- Waybill pouch
- BugQuest address sticker
- Shipping boxes/envelopes
- Large plastic bags
- Tape
- Completed collection bottles
- Completed Collection Log Sheet
- Paper towel (or other absorbent material)

Shipping address:

Ross Stewart
Centre for Biodiversity Genomics
University of Guelph
50 Stone Road East
Guelph, ON
Canada N1G 2W1
+1 (519) 824-4120 ext. 58259


Return shipping:

1. Using your completed Collection Log Sheet, enter the details of the site(s) and bottles that you are shipping into **Digital Field Collection Form** — https://bugquest.fillout.com/digital_collection_form.




2. Ensure the bottle lids are secured very tightly.
3. Pack the bottles with some paper towels into a large plastic bag (provided) and then seal the bag.
4. Place the sealed bag into another large plastic bag (provided) and seal.
5. Take a picture of your **Collection Log Sheet** for future reference and place the sheet and the packed bottles into a single shipping box (for a max of 8 bottles) or shipping envelope (for 4 or less bottles) for safe return shipping.
 - For Boxes: Close and seal securely with tape
 - For Envelopes: Fold over the envelope to limit excess space around the bottles and then close using the peel and stick seal on the envelope. If necessary, secure the seal with tape.



 **Quest Tip** – BugQuest bottles must be shipped within 8 weeks of collection to preserve DNA quality.

6. Fill out your FedEx Intra-Canada Air Waybill with the following details. Make sure to print and **press firmly so that information transfers through all layers.**

- FROM:
 - Include your contact information and address
- TO:
 - Recipient's name: Ross Stewart
 - Phone: 519-824-4120 X 58259
 - Company: University of Guelph
 - Address Line 1: Centre for Biodiversity Genomics
 - Address Line 2: 50 Stone Road East
 - City: Guelph
 - Province: ON
 - Postal Code: N1G 2W1
- SHIPMENT INFORMATION:
 - Total packages: 1
 - Total weight: Enter 9 lbs for 8 bottles OR 4.5 lbs for 4 bottles
- EXPRESS PACKAGE SERVICE: **FedEx Priority Overnight** should already be checked
- EXPRESS FREIGHT SERVICE: Leave blank
- PACKAGING:
 - Check 'Other' and write in either "box" OR "envelope"
- SPECIAL HANDLING AND DELIVERY SIGNATURE OPTIONS:
 - Does this shipment contain dangerous goods? Check 'No'
- PAYMENT
 - Check 'Recipient'
 - FedEx Account No.: **396 257 742**
- REQUIRED SIGNATURE:
 - Add your signature

 **Quest Tip** – Refer to the example waybill on the following page to ensure you have correctly filled out the return waybill:

FedEx Express
Intra-Canada Air Waybill
Lettre de transport aérien intérieure
 Certains services et options ne sont pas disponibles pour toutes les destinations.

1 From *Please print and press firmly. / Expéditeur* Écrivez en caractères d'imprimerie. Appuyez fermement SVP.
 Sender's Name / Nom de l'expéditeur: **Your Name**
 Date: **Date**
 Phone / Téléphone: **xxx-xxx-xxxx**

2 To/Destinaire
 Recipient's Name / Nom de destinataire: **Ross Stewart**
 Company / Nom de la société: **Univeristy of Guelph**
 Address / Adresse: **Center for Biodiversity Genomics**
50 Stone Road East
 City / Ville: **Guelph**
 Postal Code / Code postal: **ON N1G 2W1**

3 Shipment Information/Informations sur l'envoi
 Total Packages / Nombre total de colis: **1**
 Total Weight / Poids total: **#** lbs / kg

4a Express Package Service/Service colis express
 FedEx First Overnight
 FedEx Priority Overnight
 FedEx 2Day
 FedEx Standard Overnight

4b Express Freight Service/Service fret express
 FedEx 1Day Freight

Make sure FedEx Priority Overnight is selected!

818628774541 818628774541 818628774541 818628774541

Your Info

BugQuest Info

Tracking Number

"Box" or "Envelope"

0 For questions on to ship and track packages, visit fedex.ca.
 Visitez fedex.ca si vous avez des questions. N'oubliez pas d'expédier un colis ou faire le suivi de vos envois.

5 Packaging/Emballage
 FedEx Tracking Number / Numéro de suivi de FedEx: **8186 2877 4541**
 Form ID No. / N° du formulaire: **0450**
 FedEx Envelope* / Enveloppe FedEx*
 FedEx Pak* / Pak FedEx*
 FedEx Box / Boîte FedEx*
 Other / Autre **Box**

6 Special Handling and Delivery/Signature Options
 Options de manutention spéciale et de signature de livraison
 HOLD at FedEx Location / RETENIR à la succursale FedEx: SATURDAY Delivery / Livraison le SAMEDI
 Direct Signature / Signature directe: Indirect Signature / Signature indirecte
 Does this shipment contain dangerous goods? / Cet envoi contient-il des marchandises dangereuses?
 No / Yes / Oui

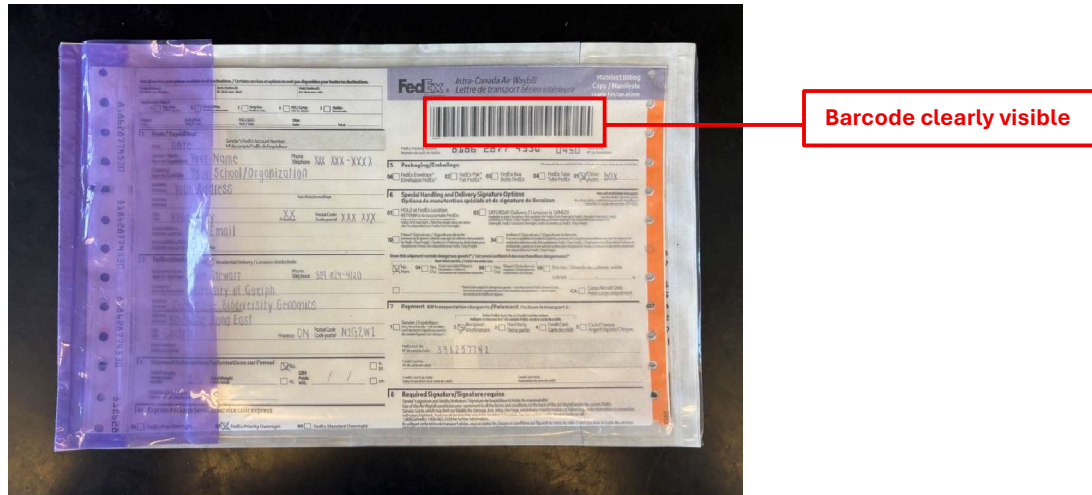
7 Payment / Paiement
 Bill transportation charges to / Paiement Facture le transport à:
 Sender / Expéditeur: Recipient / Destinataire
 Third Party / Tierce partie
 FedEx Acct. No. / N° de compte FedEx: **396257742**

8 Required Signature/Signature requise
 Sign Here
 For questions on to ship and track packages visit fedex.ca.
 Visitez fedex.ca si vous avez des questions. N'oubliez pas d'expédier un colis ou faire le suivi de vos envois.

IMPORTANT!
Account Number:
396 257 742

RRDA 01/25
 675
 PAR 15759 - Rev. Date 1/72 - ©1996-2002 FedEx - PRINTED IN U.S.A.
 Ou, composez le 1-800-GO-FEDEX-1800-463-3339.

7. Tear off the top page of the Intra-Canada Air Waybill and keep for your own records.
8. Place the rest of the completed Intra-Canada Air Waybill into the waybill pouch with the scannable barcode clearly visible.



💡 Quest Tip – If you have trouble fitting the waybill in the pouch, fold up the bottom inch of the paper. Make sure no important information is cut off.

9. Remove the backing of the waybill pouch and attach it and a BugQuest Address Sticker to the outside of the package.
10. Make sure you have filled out the **Digital Field Collection Form** and included your shipment details (especially your Tracking Number). This will notify the BugQuest team that the package is on its way.
11. **Ship your package via FedEx:**
 - Ensure that you have your Air Waybill and that the details are correct.
 - **Wherever possible, please drop off your package** at your nearest FedEx location. This will help us lower the costs so we can study more bugs!
 - If a pickup is required, call 1-800-GoFedEx (1-800-463-3339) to arrange a pick-up for the next day.
 - Press 1 for English, 2 for French
 - Say **“Schedule an express pick-up”**
 - Confirm that you have an account number to use.
 - When prompted for an account number – **396 257 742**
 - If prompted for a street number for verification say “50” – from 50 Stone Road East.
 - Provide your pickup details and any additional instructions.
 - Postal code; your street number; spelling of your names
 - Pickup date and time (only allows for the next day pick up).
 - Record the confirmation number provided.
 - * If you are having trouble, ask to speak to a human representative.

💡 Quest Tip – If you encounter any shipping issues or are unable to ship with FedEx contact the BugQuest Team (bugquest.canada@gmail.com) to discuss alternative methods.

Now that you have completed your part of the Quest, the BugQuest Team will be in touch to help you learn more about what you have discovered.

Results delivery. Samples will be processed at the Centre for Biodiversity Genomics, and results will be emailed to participants in **2027**. Project reports will also be made available online on our website.