

Shipping Guide

What you'll need:

- Pre-filled return mailing waybill
- 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:

BugQuest Sample Submission – Ross Stewart
Centre for Biodiversity Genomics
University of Guelph
50 Stone Road East
Guelph, ON N1G 2W1

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.



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

6. Make sure you have filled out the **Digital Field Collection Form** and included your shipment details; this will notify the BugQuest team that the package is on its way.
7. **Ship your package via FedEx:**
 - Ensure that the details on the waybill are correct.
 - Stick the pre-filled FedEx waybill and a BugQuest address sticker to the outside of the package.
 - Call 1-800-GoFedEx (1-800-463-3339) to arrange a pick-up.

 **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 **February 2027**. Project reports will also be made available online on our website.