



Shipping Guide


What you'll need:

- Return shipping label
- Return shipping label 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:

 **Quest Tip** – Bottles should be shipped back to the BugQuest Team as soon as you have: **4 bottles** (for envelope return shipping) OR **8 bottles** (for box 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.



Digital Field 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 – Prior to receiving your Quest Kit, you will have received an email confirming the creation of your return label. Printed return shipping labels are already provided for you in your Quest Kit. No additional printing is necessary. You may follow the links in the email to schedule a pickup and/or track your package once shipped.

6. Fold the prepaid Purolator return shipping label in half and place it in the pouch.
7. Remove the backing of the pouch and attach it and a BugQuest Address Sticker to the outside of the package.
8. Make sure you have filled out the **Digital Field Collection Form** and included your shipment details, especially the **Purolator Pin** number on your return shipping label. This will notify the BugQuest team that the package is on its way.



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


9. **Ship your package via Purolator:**
 - **Wherever possible, please drop off your package** at your nearest Purolator shipping location (<https://www.purolator.com/en/shipping/find-shipping-centre>). This will help us lower the costs so we can study more bugs!
 - If a pickup is required, go to <https://www.purolator.com/en/shipping/schedule-manage-pickup> and select “Schedule a Pickup” to arrange a pickup through the Purolator Virtual Assistant. Alternatively, you can arrange a pickup by calling 1-888-SHIP-123 (1-888- 744-7123).

Quest Tip – Please send shipments out Monday-Wednesday, avoiding statutory holidays. This will help ensure bottles get back to the BugQuest Team as soon as possible so they can be correctly stored for DNA preservation.

Steps for using the Purolator Virtual Assistant:

1. Select “Schedule at my address”
2. You will be asked if your shipment is ready:
 - Select “Yes, it’s ready” to arrange same-day pickup OR “Select a future date or time”
3. Select “Within Canada”
4. Provide your phone number
5. Select “Schedule pickup as guest”
6. Select “Business” or “Residential”
 - “Business” → provide contact details and the name of your business
 - “Residential” → select “**Return**” → enter “Centre for Biodiversity Genomics”
7. Provide your contact information
8. Type in your address for pickup and confirm
9. Provide any relevant pickup details or instructions as prompted. You may select “skip” if not applicable.
10. Schedule pickup date and time:
 - If you selected “Yes, it’s ready,” select the latest time your package can be picked up by for the current day
 - If you selected “Select a future date or time,” choose the day and timeframe in which your package can be picked up

11. Provide the number and weight of your package:
 - Canada shipment pieces: 1
 - Canada shipment weight: Enter **9 lbs for 8 bottles** OR **4.5 lbs for 4 bottles**
12. Confirm your contact, pickup, and shipment information
13. Upon confirmation, you will be emailed a confirmation number – keep this for your record in case any modifications need to be made or issues arise.

 **Quest Tip** – If you encounter any shipping issues or are unable to ship with Purolator 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.