

The First Quest Bottle

What you'll need:

- ☐ Prepared **week #1** bottle (external & internal labels attached, filled with salt water, **p. 3**)
- ☐ Collection Log Sheet
- ☐ Computer, tablet, or phone
- ☐ Pencil

What you'll do:

1. Record the **GPS coordinates, elevation, site description**, and other site location details on the **Collection Log Sheet**. Choose a **unique site name** that will be shared on the QuestHub map.
2. Take some photos showing the **entire trap**, and **how it is placed within your site**. These photos are important because they allow us to confirm that your trap has been set up correctly and is optimally placed for insect collection.



Buggy Says

Writing and recording **everything** is possibly the **most important step!** This helps keep track of all your bugs!



Dr. Kelly Wallace — North Bay, May 1 2026



Matthew Morris, PhD — Calgary, April 30 2026

3. Using the **Collection Log Sheet** and **trap photos**, complete the **Trap Set-Up Confirmation Form** (https://bugquest.fillout.com/deployment_feedback). This will let us know that you started collecting, so we can update your status on the QuestHub!
4. Select your **week #1** bottle. Write the **site name, location information**, and **start date** on both the **external sticker label** and **internal paper labels** using a **PENCIL**. Make sure the site name is consistent across the entire sampling season and all documentation.
5. Leave the **internal paper label** attached to the outside of the bottle for the collection period, you add more information (end date and notes) after collection is done.
6. At the trap, take the lid off the **week #1** bottle and save it for next week. Then screw the bottle onto the open end of the trap head and tie it to the trap with the white straps. Review the trap set-up video if needed.
7. Return one week (7 days) later with the **week #1** lid and next week's bottle.



The Rest of the Bottles

What you'll need:

- ❑ Prepared collection bottle (external & internal labels attached, filled with salt water, **p. 3**)
- ❑ Collection Log Sheet
- ❑ Collection bottle lid from previous week
- ❑ Freezer / Refrigerator
- ❑ Pencil

What you'll do:

- Return to the trap one week (7 days) later with the previous week's lid and this week's bottle. **Make sure you go on the same day each week.**
- Carefully untie and unscrew the previous bottle and close it with the matching lid. Please make sure the attachment ring remains on the trap head and reattach if needed.
- Screw the next bottle (e.g., week #2, week #3, etc.) onto the open end of the trap head and **tie it down with the white straps.**
- On the completed bottle, write the end date and any notes 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 salt water and insects — don't worry, it can get wet, it is fluid-safe paper.
- Now record your observations. Use the **Collection Log Sheet** 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.).



Week # / N° de semaine	Bottle # / N° de bouteille (BQ#)	Start Date / Date de début (yyyy-mm-dd / aaaa-mm-jj)	End Date / Date de fin (yyyy-mm-dd / aaaa-mm-jj)	Notes
e.g. 1	BQ#00001	2026-09-14	2026-09-21	Light rain, repaired long pole

- Store samples in a **standard household freezer or refrigerator** (between +4°C and -20°C). Avoid exposure to heat, light, or changing temperatures. If freezing or refrigeration is not possible, contact bugquest.canada@gmail.com before making other arrangements.

- Repeat the above steps every week for the rest of the collection bottles.

- At the **end of the collection season**, take more photos **before taking your trap down**, remove the sign and reusable cable ties, and store them with the rest of your **Quest Kit**.

- Make sure your trap is dry and free of debris before packing it back into the bag.

- Proceed to **Send Your Quest Data (p. 8)** and see the **Shipping Guide (p. 9)** for details on how to send your bottles to the BugQuest Team!

Quest Tip

Protect your insect DNA!

- ✓ Do not drain the bottles
- ✓ Do not touch the insects inside
- ✓ Keep bottles in the fridge or freezer before shipping