

Send Your Quest Data

What you'll need:

- ☐ A recent photo of your trap (before taking it down for the season)
- ☐ **Completed** Collection Log Sheet
- ☐ Computer, tablet, or phone

What you'll do:

1. Using your completed **Collection Log Sheet**, enter the details of the site(s) and bottles that you are shipping into the digital **Data Submission Form**:
https://bugquest.fillout.com/digital_collection_form.
2. When entering the **Trap Manager Details** please use the same information as in the **Trap Set-Up Confirmation Form (p. 6)**. The **BQKIT number** must match.
3. For **Site Entry** submissions your **Site Name(s)** should also be the same. The updated site description and photo(s) will help us see how the environment around the trap has changed over the collection period.



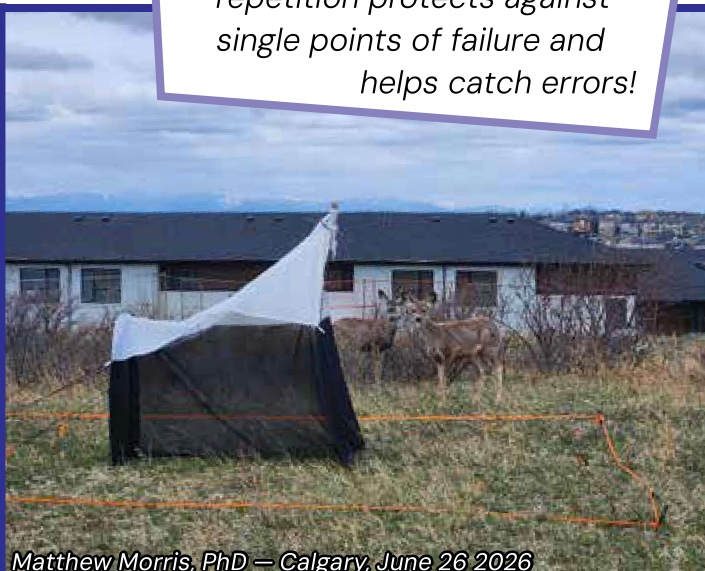
DATA SUBMISSION FORM

Did You Know -

We are asking for the same info in a lot of different ways. Data repetition protects against single points of failure and helps catch errors!



Dr. Kelly Wallace — North Bay, June 19 2026



Matthew Morris, PhD — Calgary, June 26 2026

4. Each collection bottle must be entered individually, being sure to enter the **unique bottle number** (e.g. BQ#00001) exactly as it appears on the **Collection Log Sheet** and bottle labels.
5. Double-check the bottle labels to be sure everything matches, and make sure the **internal paper label** has been torn off and placed inside the bottle with the salt water and insects. That way we can track and send your bugs to the lab even if the **external sticker label** is damaged.
6. Complete all bottles for each site, making sure that all bottles are recorded on the **Collection Log Sheet** and **Data Submission Form**.
7. Review your submission details, double-checking the **BQKIT number** (e.g. BQKIT-0001, found on your QuestKit box or in email correspondence) and **unique bottle numbers** (e.g. BQ#00001). Then submit the form!

Ship Back Your Bottles

What you'll need:

- ❑ Return shipping label (Purolator)
- ❑ BugQuest address sticker
- ❑ **Completed** Collection Log Sheet
- ❑ Absorbent pad
- ❑ **Completed** collection bottles
- ❑ Shipping box/padded envelope
- ❑ Large plastic bags
- ❑ Packing tape



VIDEOS

What you'll do:

1. Confirm that the digital **Data Submission Form** has been completed. This **must** be submitted before we receive your shipment — without this information, the BugQuest Team cannot properly analyze your bottles.
2. Ensure all bottle lids are tightly secured.
3. Put one of the provided absorbent pads at the bottom of a large plastic bag. Place your bottles into the plastic bag on top of the paper towels. Close the plastic bag and seal it with tape.
4. Place the sealed bag into a second large plastic bag (provided) and seal it with tape. Proper packing will help prevent your bottles from spilling or leaking in transit.
5. Take a picture of your **Collection Log Sheet** for future reference and place the **Collection Log Sheet** and the packed bottles into your box or padded envelope.
 - **For boxes:** Close and seal securely with packing tape.
 - **For padded envelopes:** Fold the top of the envelope as far down as possible to limit free space around the bottles. Use the self-adhesive seal to close the envelope and secure it with tape.
6. Attach the provided Purolator return shipping label sticker and a BugQuest address sticker to the outside of the package.
7. Ship your package **via Purolator**:



Buggy Says

To arrive at the lab safely, your bottles should be packed with the absorbent pad, double-bagged, and sealed with tape before you put them into their mailing envelope or box.



Quest Tip

Please send shipments out Monday–Wednesday, avoiding statutory holidays. This will help bottles get back to the lab ASAP to protect the DNA.

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

If you encounter any shipping issues or are unable to ship with Purolator contact the BugQuest Team to discuss alternative methods.