

<i>Title:</i> TOS Protocol and Procedure: Mosquito Sampling		<i>Date:</i> 1/29/2016
<i>NEON Doc. #:</i> NEON.DOC.014049	<i>Author:</i> Katherine LeVan, Kimberly Tsao	<i>Revision:</i> G

TOS PROTOCOL AND PROCEDURE: MOSQUITO SAMPLING

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Change Record

REVISION	DATE	ECO #	DESCRIPTION OF CHANGE
-	04/27/2011	ECO-00159	Initial Draft Release
A_DRAFT	10/03/2011	ECO-00280	Update to new document numbers and template
B_DRAFT	07/30/2012	ECO-00442	Adjusted for known issues from 2011 prototype and revised for Domain 3 specific information
C_DRAFT	02/24/2014	ECO-01139	Draft release. Will be finalized in next rev.
D	03/27/2014	ECO-01672	Production release, template change, and other changes as detailed in Appendix C
E	03/27/2014	ECO-02353	<p>Migration to new protocol template</p> <p>Sampling frequency and timing section updated to provide instructions on where to deploy off-season traps (FOPS-870) and how to process samples collected during off-season sampling (FOPS-1647) including how to distinguish mosquitoes from midges and crane flies</p> <p>Contingent table updates to provide instructions on when sampling should be cancelled/postponed due to high winds (FOPS-1260)</p> <p>Equipment list updated to include kimwipes to be used in packing mosquitoes in sample vials (FOPS-1457, FOPS-844, FOPS-815)</p> <p>SOP A: Text added clarifying permissible change to ring on top of fan assembly (FOPS-1313). Locality labels attached to catch cups have been replaced by sampleID labels</p> <p>SOP B: Text added to recommend that traps not be hung over or near water (FOPS-1099). Locality labels attached to catch cups have been replaced by sampleID labels. Instructions on how to deal with fans clogged by mosquitoes were added (FOPS-1215). Instructions on how to record instances in which no sample vials are generated for a catch cup were added (FOPS-1222...field and lab datasheet modified accordingly). Instructions added on a possible method to clean fan assemblies clogged with</p>

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			<p>mosquito bodies. Associate equipment (tooth or bottle brushes) added to equipment list.</p> <p>SOP C: More detailed instructions for packing mosquitoes in sample vials with tissue prior to shipping added in response to FOPS-1457, FOPS-844, FOPS-815. Format for vialID has been slightly modified (a period after D/N, 2-digit number for vial number(s)). Locality labels inserted into sample vials have been replaced by modified sampleID labels</p> <p>SOP E: deleted as content related to post-identification processing of mosquitoes at domain labs has been moved to the TOS Protocol and Procedure for Ground Beetle and Mosquito Specimen Processing.</p> <p>SOP F: Instructions on how to obtain the file used to create mosquito shipping manifests added per FOPS-1283. Shipping manifest and associated instructions were revised for consistency per FOPS-1316. Format of shipping manifest has been adjusted with the addition of fields and changes to the name and format of some existing fields</p>
F	02/23/2015	ECO-02563	Update of mosquito TOS protocol based on 2014 field experience and budget analysis to improve workflow and reduce costs.
G	1/29/2016	ECO-02905	Clarified wording as to the sampling window (response to FOPS-2039) and trap placement during off-season (FOPS-2083). Removed bout number from sampleID and vial ID format. Updated shipping manifest figure to remove bout number reference. Remove reference to common insect lab protocol. Updated the timing of sampling section to include a modification for Alaska.

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1 OVERVIEW

1.1 Background

Mosquitoes are a diverse and widespread family of insects that have been extensively studied because of their ecological and epidemiological significance. As a dominant taxon in aquatic food webs, mosquitoes comprise a sizable proportion of the aquatic invertebrate biomass and act as a key food source for both aquatic and terrestrial predators (e.g., fish, amphibians, spiders, birds and bats). Mosquitoes also act as vectors for numerous parasites and pathogens of humans, livestock and wildlife. Mosquito biology and ecology have also been extensively studied to characterize and mitigate impacts of associated diseases. Because of their sensitivity to environmental gradients and perturbations mosquitoes represent an ideal sentinel taxon for evaluating the ecological effects of global change phenomena. Although a short generation time and high fecundity allow mosquitoes to respond quickly to environmental change generally, the high diversity and varied ecological niches of this group will result in marked differences in response between species. Changes in global climate are predicted to affect the distribution, demography and seasonal phenology of many mosquitoes; these changes are thought to have associated effects on pathogen transmission cycles. Because of their frequent association with humans and ability to thrive in human-modified environments, mosquito ecology is also likely to be significantly affected by land use changes. Based on these reasons mosquitoes were selected as a sentinel (focal) taxon to be monitored within the National Ecological Observatory Network.

1.2 Scope

This document provides a change-controlled version of Observatory protocols and procedures. Documentation of content changes (i.e., changes in particular tasks or safety practices) will occur via this change-controlled document, not through field manuals or training materials.

1.2.1 NEON Science Requirements and Data Products

This protocol fulfills Observatory science requirements that reside in NEON's Dynamic Object-Oriented Requirements System (DOORS). Copies of approved science requirements have been exported from DOORS and are available in NEON's document repository, or upon request.

Execution of this protocol procures samples and/or generates raw data satisfying NEON Observatory scientific requirements. These data and samples are used to create NEON data products, and are documented in the NEON Scientific Data Products Catalog (RD[03]).

1.3 Acknowledgments

Dr. Cara Gibson, Kali Blevins, and Patrick Travers contributed significantly to early versions of this protocol.

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2 RELATED DOCUMENTS AND ACRONYMS

2.1 Applicable Documents

Applicable documents contain higher-level information that is implemented in the current document. Examples include designs, plans, or standards.

AD[01]	NEON.DOC.004300	EHS Safety Policy and Program Manual
AD[02]	NEON.DOC.004316	Operations Field Safety and Security Plan
AD[03]	NEON.DOC.000724	Domain Chemical Hygiene Plan and Biosafety Manual
AD[04]	NEON.DOC.050005	Field Operations Job Instruction Training Plan
AD[05]	NEON.DOC.000910	NEON Science Design for Mosquito Abundance, Diversity, and Phenology
AD[06]	NEON.DOC.000911	NEON Science Design for Vectors and Pathogens
AD[07]	NEON.DOC.014051	Field Audit Plan

2.2 Reference Documents

Reference documents contain information that supports or complements the current document. Examples include related protocols, datasheets, or general-information references.

RD[01]	NEON.DOC.000008	NEON Acronym List
RD[02]	NEON.DOC.000243	NEON Glossary of Terms
RD[03]	NEON.DOC.002652	NEON Level 1, Level 2 and Level 3 Data Products Catalog
RD[04]	NEON.DOC.001271	NEON Protocol and Procedure: Manual Data Transcription
RD[05]	NEON.DOC.001581	Datasheets for TOS Protocol and Procedure: Mosquito Sampling
RD[06]	NEON.DOC.001125	TOS Protocol and Procedure: Plot Establishment
RD[07]	NEON.DOC.001401	NEON Raw Data Ingest Workbook for TOS Mosquito Abundance, Diversity, and Phenology
RD[08]	NEON.DOC.001239	NEON Algorithm Theoretical Basis Document: TOS Mosquito Sampling - QA/QC of Raw Field and Lab Data

2.3 Acronyms

Acronym	Definition
CDC	U.S. Centers for Disease Control and Prevention

2.4 Definitions

N/A

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3 METHOD

Mosquito sampling involves preparing to sample (SOP A), collection in the field (SOP B), minor laboratory processing (SOP C), shipping to external facilities (**Error! Reference source not found.**) and data handling (SOP D). Field collection of live mosquitoes is conducted using Centers for Disease Control and Prevention (CDC) CO₂ light traps. A CO₂ light trap consists of (listed from the top to the bottom of the assembled trap): a cylindrical insulated cooler to hold dry ice, a plastic rain cover attached to a light/fan assembly (battery-powered), and a mesh collection cup. The light from the light/fan assembly will be disabled to reduce by-catch. During deployment, dry ice in the insulated cooler releases CO₂ as it sublimates, and this gas attracts mosquitoes to the vicinity of the trap. The battery-powered fan sucks these mosquitoes into the mesh collection cup, where they remain alive until the trap is collected.

Sampling plots will be randomly located in each of the major vegetation types ($\geq 5\%$ of total cover), with the number of plots per vegetation type proportional to the percent cover of that type at the site. Plots will be located within 30m of a road to facilitate expedient sampling.

Following minimal in-house processing, samples will be sent to one or more external facilities where mosquitoes will be identified to species to characterize patterns of mosquito abundance, diversity, and phenology at NEON sites. A subset of identified mosquitoes will be tested for infection by pathogens to quantify the presence/absence and prevalence of various arboviruses. Some mosquitoes will be set aside for DNA barcode analysis as well as for long-term archiving.

Standard Operating Procedures (SOPs), in Section 7 of this document, provide detailed step-by-step directions, contingency plans, sampling tips, and best practices for implementing this sampling procedure. To properly collect and process samples, field technicians **must** follow the protocol and associated SOPs. Use NEON’s problem reporting system to resolve any field issues associated with implementing this protocol.

The value of NEON data hinges on consistent implementation of this protocol across all NEON domains, for the life of the project. It is therefore essential that field personnel carry out this protocol as outlined in this document. In the event that local conditions create uncertainty about carrying out these steps, it is critical that technicians document the problem and enter it in NEON’s problem tracking system.

The procedures described in this protocol will be audited according to the Field Audit Plan (AD[07]). Additional quality assurance will be performed on data collected via these procedures according to the NEON Algorithm Theoretical Basis Document: TOS Mosquito Sampling - QA/QC of Raw Field and Lab Data (RD[08]).

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4 SAMPLING SCHEDULE

4.1 Sampling Frequency and Timing

There are two distinct types of sampling associated with mosquito trapping. Mosquito sampling will consist of a combination of **field season** and **off-season** sampling.

1. Field season sampling

Field season sampling bouts will involve ~40 continuous hours of sampling using one CDC CO₂ light trap at each plot conducted within a three day window (Figure 1, described below). If delays in sampling occur due to contingent events (see Table 1), the duration of a bout will not exceed a three day window. The specific timing of these activities depends on local patterns of seasonal mosquito abundance.

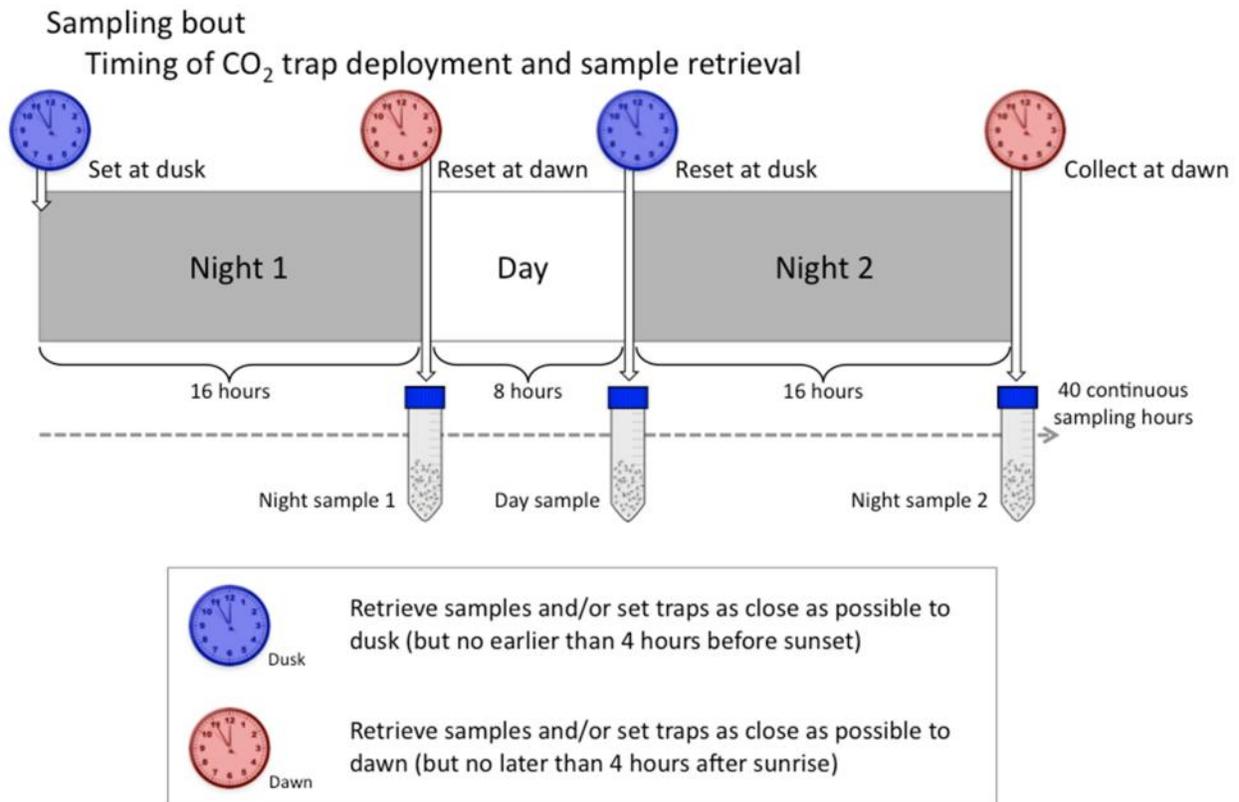


Figure 1. Timing of a mosquito sampling bout that generates three samples (designated by vials), two trap-nights and the intervening day. (Daytime and night-time durations shown are for illustrative purposes only.)

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Sampling frequency Field season

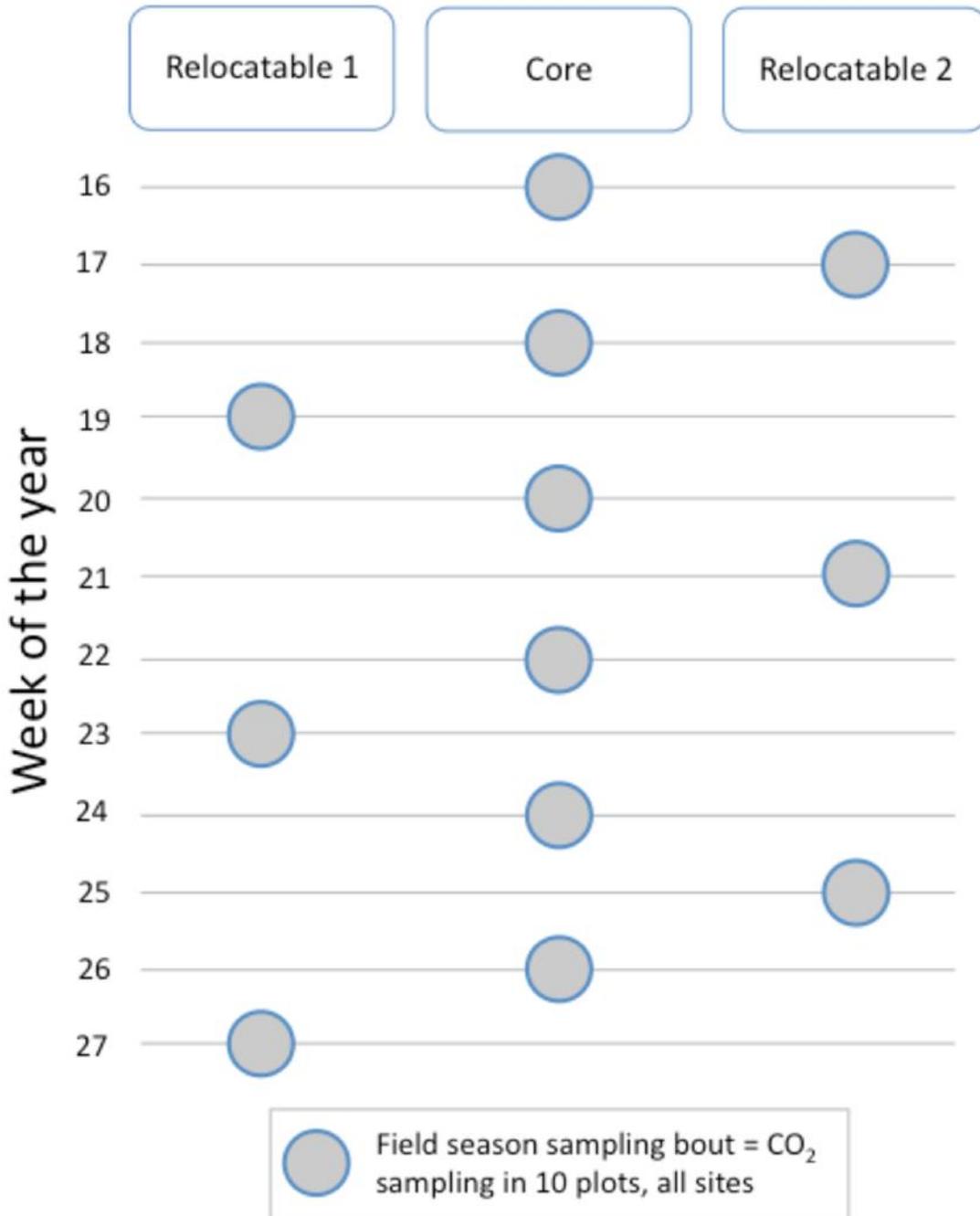


Figure 2. Frequency of sampling bouts at a domain; weekly sampling alternating between core and relocatable sites.

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During a bout of field season sampling, traps will be deployed and initially set as close as possible to dusk (but no earlier than 4 hours before sunset) on the first day of the bout (Figure 1). Traps will be checked (full catch cups retrieved and replaced with new/empty catch cups) and reset (coolers refilled with dry ice) as close as possible to dawn (but no later than 4 hours after sunrise) on the second day of the bout. Traps will be checked and reset again as close as possible to dusk (but no earlier than 4 hours before sunset) on the second day of the bout. Traps will be checked and retrieved as close as possible to dawn (but no later than 4 hours after sunrise) on the third day of the bout.

Note: In Alaska and any other sites where summer day length exceeds 17 hours, the window for deployment and evening trap checking will occur between 4:00 PM and 8:00 PM local time in lieu of 4 hours prior to dusk. Initial trap checking and dawn recovery times will occur as close as possible to 6:00 AM (but no later than 10:00 AM local time). In this case, 8:00 PM and 6:00 AM are the target trap deployment and recovery time points.

2. Off-season sampling

Off-season sampling is conducted exclusively at core sites for the purpose of determining the start of field season sampling each year. Information from this sampling will contribute to the monitoring of changes from year to year in mosquito phenology (the timing of life cycle events).

During a bout of off-season sampling, one trap is deployed at each of three points at the core sites. For logistic ease, deploy these 3 traps at the three field season mosquito sampling plots that are readily accessible and spread across the core site (i.e., do not choose three sampling plots immediately adjacent to one another). Once chosen, these same plots will be consistently sampled for every bout of off season sampling at the core site unless instructed otherwise by Science. During off-season sampling, traps will be deployed as close as possible to dusk (but no earlier than 4 hours before sunset) on the first day of the bout and retrieved as close as possible to dawn (but no later than 4 hours after sunrise) on the following day. In contrast to field season sampling, a bout of off-season sampling involves only a single night of trapping.

Note: As noted in the ‘field season’ sampling schedule above, time windows for Alaska and sites with summer day length in excess of 17 hours will use 8:00 PM and 6:00 AM as their target time points in lieu of dusk and dawn, respectively. Traps should not be deployed or checked more than 4 hours prior to 8:00 PM or 4 hours after 6:00 AM.

Within a domain, bouts of field season sampling will occur every **two weeks at the core site** and **every four weeks at each relocatable site**, with sampling alternating between relocatable sites, where applicable (**Error! Reference source not found.**). Off-season sampling will be conducted weekly but a given bout will only occur if the mean daily high temperature for the previous 5 days was above 4°C.

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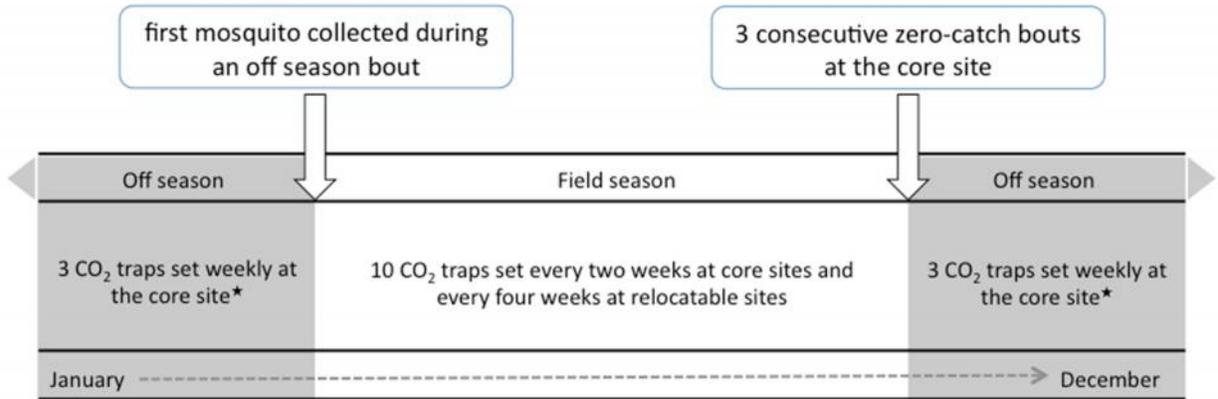
4.2 Criteria for Determining Onset and Cessation of Sampling

Sampling will be conducted until specified collection thresholds that designate the end of field season sampling and beginning of off-season sampling are met (Figure 3, Figure 4). A bout of off-season sampling is conducted in the week following the first zero-catch bout of field season sampling at the core site; field season bouts at the relocatable sites should continue as scheduled (Figure 3). Note that in some cases, the timing of sampling at a relocatable site will be based on conditions at a core site in a different domain. Please see Appendix D for details about these exceptions. The following week, a bout of field season sampling is conducted at the core site as scheduled. If all three of these are zero-catch bouts, then field season sampling stops at all sites and off-season sampling continues (only at the core site). In contrast, the collection of mosquitoes results in the continuation of field season sampling until three consecutive zero-catch bouts have occurred (Figure 3).

Off-season sampling will only occur if the mean daily high temperature at the core site (or nearest location for reliable temperature data) for the previous 5 days was above 4°C. Off-season sampling will continue until the first mosquito is collected during an off-season bout. Unlike field season sampling, initial “identification” of insects collected during off-season sampling will be done informally by domain staff. This is because the time required to have samples sent to and identified by external facilities would introduced an unacceptably long delay between the collection of mosquitoes during off-season sampling and the initiation of field season sampling. For insects collected during a bout of off-season sampling, species-level taxonomic identification of mosquitoes is not necessary. Instead, samples need only be identified as *likely* to be mosquitoes (family Culicidae) based on general morphology (see Figure 5, Figure 6).

The collection of one or more insects likely to be mosquitoes during a bout of off-season sampling will mark the resumption of field season sampling at all sites in the associated domain (Figure 3, Figure 4). For each bout of off season sampling during which insects *likely* to be mosquitoes are collected, save samples in a labeled vial that can be sent to a taxonomic identification facility later in the season (i.e., together with field season samples) if resources allow. Alternatively, you may detect mosquitoes by means other than off-season sampling (e.g., observing them while in the field). In this case, you may begin field season sampling without an off-season bout capturing mosquitoes. If resources are not sufficient to sample at all sites within the domain when field season sampling is initiated (e.g., spring arrived very early and seasonal technicians are not yet available), sampling will be prioritized at the core site.

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* Off season bouts occur only when the mean daily high temperature for the previous five days was above 4°C

Figure 4. Annual summary of mosquito sampling intensity including transitions from off-season to field season and back to off-season sampling.

Note that instructions for initiation and cessation of field and off-season sampling presented in this protocol are predicated strictly on scientific considerations. Logistic/financial limitation, notably the availability of NEON field staff (or lack thereof) to perform sampling during parts of each year, may create constraints that preclude sampling according to the schedule prescribed herein. When sampling cannot be performed according to this protocol due to insufficient staffing, enter a JIRA ticket for each cancelled bout and indicate a) the bout that was missed (or the manner in which implementation of the protocol was changed) and b) that this deviation from protocol was due to lack of personnel and not an ecological or environmental issue.

4.3 Timing for Laboratory Processing and Analysis

Process samples as soon as possible after returning from the field, ideally within one week of sample collection.

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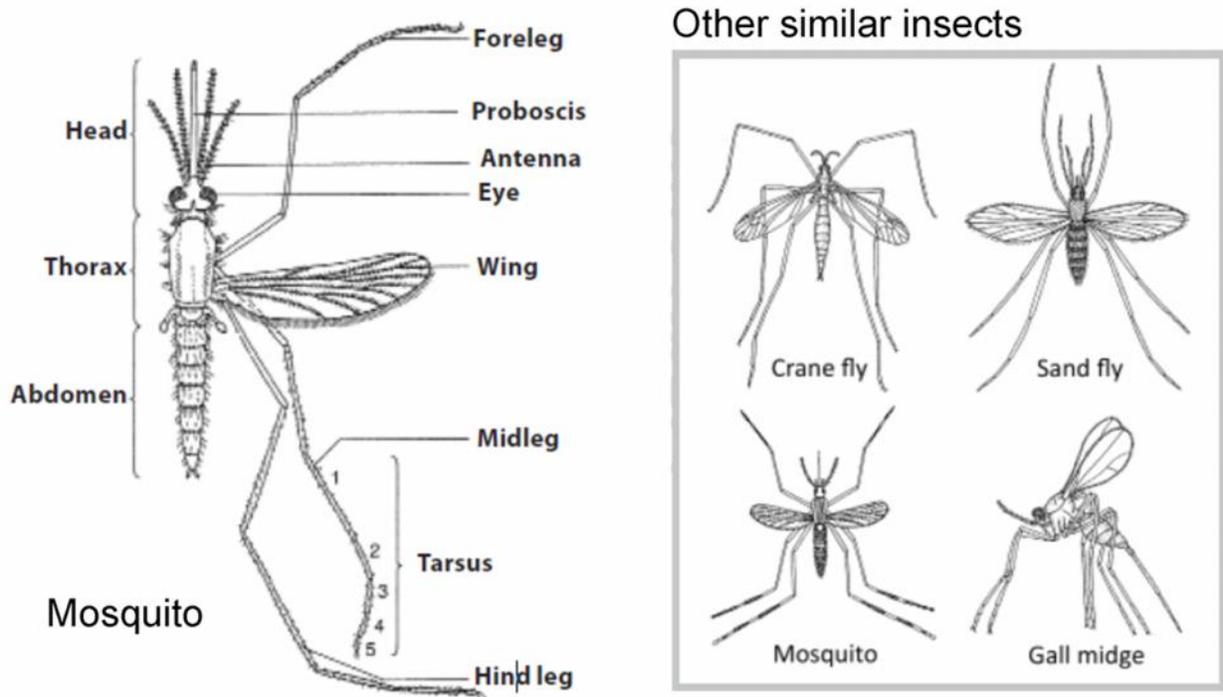


Figure 5. Basic morphology of a mosquito and comparison with other similar-looking insects

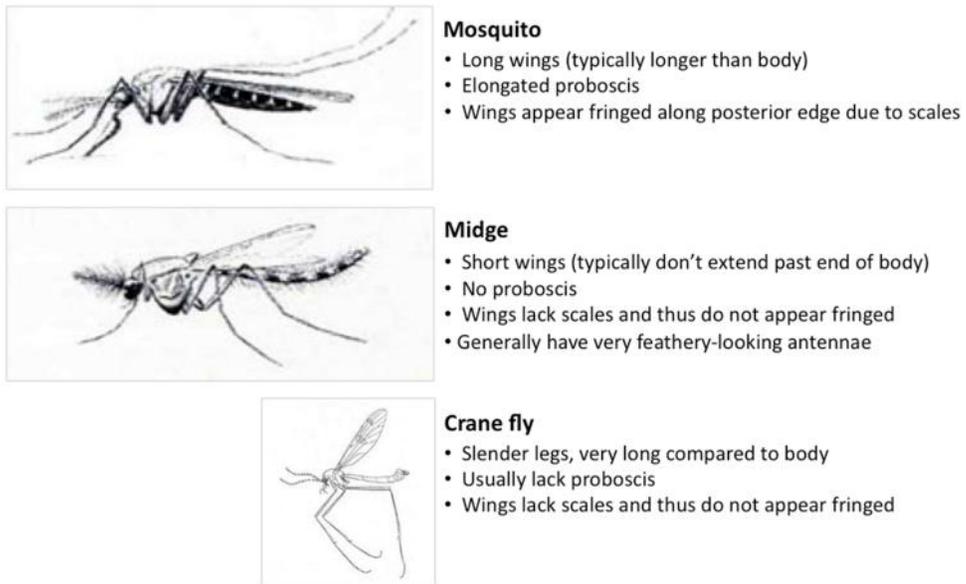


Figure 6. Morphological features that distinguish mosquitoes from midges and crane flies

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4.4 Sampling Timing Contingencies

When field conditions require deviations from the protocol, follow the contingent decisions outlined in Table 1 below to maintain data quality. When indicated by Table 1, duration and cause of delays must be written in the remarks section of the data sheet and a problem ticket issued in JIRA.

Table 1. Contingent decisions

Delay/Situation	Action	Outcome for Data Products
High winds \geq 25mph	It is recommended that traps not be deployed if wind conditions have high potential to damage sampling equipment. This will occur when traps are being knocked around violently by the wind.	Sampling equipment could be damaged
< 3 hours	Resume/continue with normal sampling at conclusion of delay. (Note the duration and cause of the delay)	Quality of samples reduced, creating potential for complications with processing (identification, pathogen testing). Note also that excessively delayed retrieval of mosquitoes from traps increases the likelihood of mosquito mortality, especially under hot/dry and wet conditions. Dead mosquitoes are more difficult to identify and test for pathogens.
3 hours to 1 day	Scenario 1: If the delay occurs prior to trap deployment and prior to the start of the sampling bout then push the start date for the bout back one day. Scenario 2: If the delay occurs after the initial deployment of traps during a bout but prior to the collection/resetting of traps, then repeat any missed trapping on the subsequent day. In both cases, a) do not adjust (push back) dates for subsequent sampling bouts, and b) note the duration and cause of the delay	Brief interruption in consistent interval of time series data compromises statistical analysis of temporal trends in the data.
1-7 days (core), 1-14 days (relocatable)	Scenario 1: If the delay occurs prior to trap deployment and prior to the start of the sampling bout then push the start date for the bout back for the duration of the delay. Scenario 2: If the delay occurs after the initial deployment of traps during a bout but prior to the collection/resetting of traps, then repeat the entire sampling bout at the conclusion of the delay. In both cases, a) do not adjust (push back) dates for subsequent sampling bouts, and b) note the duration and cause of the delay	Moderate interruption in consistent interval of time series data compromises statistical analysis of temporal trends in the data.
> 7 days (core),	Cancel the impacted sampling bout and stop	Maximal interruption in consistent interval of time

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> 14 days (relocatable)	sampling until next scheduled sampling bout. Contact associated TOS staff scientists. Note duration and cause of the delay.	series data compromises statistical analysis of temporal trends in the data. Reduction in sample size as sampling bouts are missed.
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5 SAFETY

This document identifies procedure-specific safety hazards and associated safety requirements. It does not describe general safety practices or site-specific safety practices.

Personnel working at a NEON site must be compliant with safe field work practices as outlined in the Operations Field Safety and Security Plan (AD[02]) and EHS Safety Policy and Program Manual (AD[01]). Additional safety issues associated with this field procedure are outlined below. The Field Operations Manager and the Lead Field Technician have primary authority to stop work activities based on unsafe field conditions; however, all employees have the responsibility and right to stop their work in unsafe conditions.

Follow guidelines provided in (AD[02]) to prevent mosquito bites. If used, insect repellent must be applied at least 30 minutes prior to arriving in the field. If using insect repellent in spray form DO NOT apply in the vicinity of sampling equipment. After applying insect repellent, clean the palms of hands (e.g., with soap/water or alcohol swabs) before handling any sampling equipment.

Field personnel are collecting biting insects, but there is no increased risk of infection by zoonotic pathogens during implementation of this protocol than in general field work.

Dry ice should be handled with extreme care. Refer to EHS Safety Policy and Program Manual (AD[01]), Section HM-01, Cryogenic Safety.

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6 PERSONNEL AND EQUIPMENT

6.1 Equipment

The following equipment is needed to implement the procedures in this document. Equipment lists are organized by task. They do not include standard field and laboratory supplies such as charging stations, first aid kits, drying ovens, ultra-low refrigerators, etc.

Table 2. Preparation for field sampling

Item No.	R/S	Description	Purpose	Quantity*	Special Handling
Durable Items					
MX105101	R	Battery charger, 6V	Charge 6V batteries	10	N
MX103390	S	Carabiner	Ease trap retrieval and deployment in field	10	N
0323560000	S	Key ring	Ease trap retrieval and deployment in field	10	N
MX108577	R	Secondary containment bin	Battery containment while charging	Variable	N
MX104740	S	X-acto knife	Cut sample labels	1	N
Consumable items					
MX103942	R	All weather copy paper	Print datasheets and sampleID labels	5	N
	S	Masking tape	Cover vent holes in trap coolers	1 roll	N

R/S=Required/Suggested

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Table 3. Equipment list – Trap deployment and sample retrieval during field season sampling

Item No.	R/S	Description	Purpose	Quantity*	Special Handling
Durable Items					
MX100217	R	Battery, 6V	Deploy traps, replace batteries during specimen collection	20	Y
MX103541	R	CO2 light trap fan assembly	Deploy traps, spare fan assemblies	20	N
MX103541	R	CO2 light trap rain cover	Deploy traps, protect trap from rain	10	N
MX100694	R	Collection cup with mesh sleeve	Deploy traps, replace collection cups during specimen collection	20	N
	R	Cooler	Chill perishable samples in field	1	N
MX106668	S	Cryogenic gloves	Protect hands while handling dry ice	1 pair	N
MX100695	R	Cylindrical insulated cooler	Deploy traps, sublimate dry ice bait	10	N
MX106657	R	Dry ice cooler	Store/transport dry ice	1	N
MX100703	S	GPS receiver, recreational accuracy	Navigate to sampling location	1	N
MX105086	S	Ice pack, -20°C	Chill perishable samples in field if dry ice is unavailable	Variable	N
	R	Rain cover screws	Spare screws for mosquito trap	30	N

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Item No.	R/S	Description	Purpose	Quantity*	Special Handling
	S	Large key ring	For more easily connecting mosquito trap insulated cooler to rain cover	10	N
	S	Ice scoop	For transferring dry ice into mosquito trap insulated coolers	1	N
	S	Scissors	Separate sampleID labels	1	N
MX103530	R	Shepherd's hook	Hang traps; alternative to natural structures	10	N
MX100716	S	Small bottle brush	Remove debris from fan assemblies	1	N
Consumable items					
	S	AA battery	Spare battery for GPS receiver		N
MX100589	S	Aluminum foil	Deter cattle	As needed	N
	R	Cardboard or cloth	Protect catch cup and samples during transport	Variable	N
MX100212	R	Dry ice, pelletized	Bait traps and freeze collected samples	15 kg	Y
MX100635	R	Liquid laundry detergent, fragrance free	Wash mesh sleeves and collection cups	1 bottle	N

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Item No.	R/S	Description	Purpose	Quantity*	Special Handling
	R	Paper towel	Absorb excess moisture	1 roll	N
MX100592	R	Resealable plastic bag, 1 gal	Protect trap batteries from rain/moisture	10	N
	R	Rope	Hang traps from natural structures	Variable	N
	R	Safety pin	Attach sampleID labels	20	N
Resources					
RD[05]	R	Field datasheet	Record data		N
	R	sampleID label	Label samples	Variable	N

R/S=Required/Suggested

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Table 4. Equipment list – Laboratory processing

Item No.	R/S	Description	Purpose	Quantity*	Special Handling
Durable Items					
MX108278	S	Centrifuge tube rack, foam	Organize samples	1	N
MX104774 MX108277	R	Centrifuge tube, 15 mL or Falcon tube, 50 mL	Contain mosquitoes	25	N
MX104724 MX106667	R	Cryovial freezer storage box with dividers	Organize samples	1	Y
	R	Forceps	Transfer mosquitoes to tubes	3	N
	S	Funnel, paper or plastic	Transfer mosquitoes to tubes	1	N
	S	Ice pack, 0°C	Setup chilling station	5	N
Consumable items					
MX103942	R	All weather copy paper	Print additional sampleID labels	2	N
	S	Copy paper, white	Transfer mosquitoes to tubes		N
MX104432	S	Cryogenic label	Label sample vials	Roll	N
MX100642	R	Low lint wipe	Cushion mosquitoes in sample vials	25	N

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Item No.	R/S	Description	Purpose	Quantity*	Special Handling
MX104422	R	Permanent marker, archival ethanol-safe	Label sample vials	1	N
	S	Resealable freezer bag, 1 pint	Organize samples	Variable	N
	S	Rubberband	Organize samples	Variable	N
Resources					
	R	sampleID label	Label samples	Variable	N

R/S=Required/Suggested

Table 5. Equipment list – Sample shipment

Item No.	R/S	Description	Purpose	Quantity*	Special Handling
Consumable items					
MX102297 MX102302	S	Cardboard box or insulated shipper, UN packing group III	Package samples for shipment	Variable	N
	S	Cushioning material (i.e. wadded newspaper, bubble wrap)	Package samples for shipment	Variable	N

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Item No.	R/S	Description	Purpose	Quantity*	Special Handling
	R	Dry ice shipping label	Label shipments containing dry ice	Variable	N
MX100212	R	Dry ice, pelletized	Keep samples frozen during shipment	Variable	N
	S	Styrofoam sheet	Insulate samples for shipment	Variable	N
Resources					
RD[05]	R	Shipping manifest	Inventory of specimens being shipped	1	N

R/S=Required/Suggested

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6.2 Training Requirements

All technicians must complete required field safety as well as protocol-specific training for safety and implementation of this protocol as required in Field Operations Job Instruction Training Plan (AD[04]).

6.3 Specialized Skills

Prior experience collecting mosquitoes or working with related insects (i.e., entomological fieldwork) is desirable but not required. Personnel should have good fine manual coordination for handling individual specimens.

6.4 Estimated Time

The time required to implement a protocol will vary depending on a number of factors, such as skill level, system diversity, environmental conditions, and distance between sample plots. The timeframe provided below is an estimate based on completion of a task by a skilled two-person team (i.e., not the time it takes at the beginning of the field season). Use this estimate as framework for assessing progress. If a task is taking significantly longer than the estimated time, a problem ticket should be submitted.

An experienced two-person team will require approximately 15-25 minutes to complete deployment or retrieval of samples from at a single plot. This entails travel time between the plot and the road and time required for either a) hanging a trap for an initial deployment, b) transferring a catch cup containing samples into a cooler and replacing the catch cup (and potentially battery) for a redeployment, or c) transferring a catch cup containing samples into a cooler and taking down trap equipment at the conclusion of sampling bout.

7 STANDARD OPERATING PROCEDURES

SOP A Preparing for Sampling

A.1 Prior to a sampling bout

1. For each CO₂ light trap, remove the rain cover and make sure that in the red circuit assembly, the first switch is in the closed position and the second and third switches are in the open position (Figure 7). On this setting the trap fan remains on at all times.

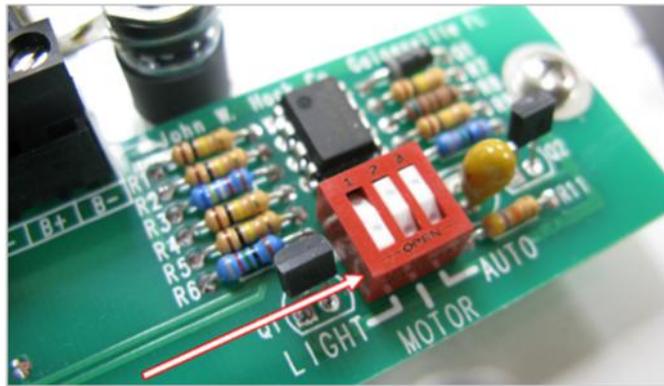


Figure 7. Switches inside circuit assembly of a CDC mosquito trap.

2. Remove the light bulb from each trap before the first use. Cover the hole with tape (masking tape recommended) store the light bulb in the lab. Traps are deployed without lights.
3. Optionally replace small key ring on the top of the rain cover and clip with a slightly larger key ring not to exceed 2.5cm (1 inch) in diameter and small carabiner to aid in removing/hanging traps in field.
4. Test all trap components for proper functionality. This includes making sure that electronics are working (e.g., fan turns on when connected to a battery and spin in the proper direction) and mesh of collection cup sleeves is not torn. The fan may spin in the reverse connection if the battery leads are not connected properly (e.g., positive wire to negative battery terminal).
5. Charge trap batteries (see SOP B for battery charging instructions).
6. If they will be used, make sure that reusable ice packs are frozen.
7. Identify the locations of plots used for mosquito sampling (use GPS and/or maps).
8. Print field datasheets (RD[05]) and one sampleID labels for each trap (total of 30 labels). Please see **Error! Reference source not found.** for instructions on generating a sampleID. Note that because the time of trap retrieval will not be known when these labels are printed, enough

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space should be left on the label to allow the time to be written in by hand when the trap is retrieved.

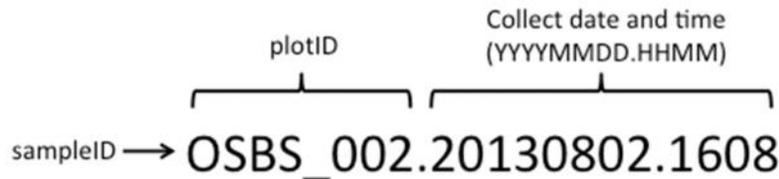


Figure 8 Annotated sampleID example.

A.2 Just prior to heading to the field for sampling:

1. Obtain enough dry ice to be able to fill the cylindrical insulated cooler of each trap (e.g., ~1.5kg of ice in pellet form) and freeze any samples during transport from the field to the lab.
 - a. Acquire sufficient dry ice to account for sublimation between dry ice delivery/pickup and trap deployment.
 - b. If trap coolers are filled individually in the lab and transported to the field with dry ice already in them, cover the vent hole on the bottom of each cooler with tape.
2. If used, insect repellent must be applied at least 30 minutes prior to arriving in the field. If using insect repellent in spray form DO NOT apply in the vicinity of sampling equipment. After applying insect repellent clean the palms of hands (e.g., with soap/water or alcohol swabs) before handling any sampling equipment.

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SOP B Field Sampling

B.1 Setting Traps

1. Navigate to the sampling plot using maps and/or a handheld GPS as necessary.
2. Hang a single trap at each mosquito trapping plot from a natural structure (e.g., a tree branch) or Shepherd’s hook such that the height of the hole in the bottom of the insulated cooler is 1.2-1.8 meters (4-6 feet) above the ground.
 - a. Hang the trap within 10m of the mosquito sampling point assigned during plot establishment (RD[06]).
 - b. On more exposed sites, if possible, deployment locations should be adjacent to and on the west side of any available tall-statured vegetation to allow shading from the morning sun and on the leeward side to afford protection from prevailing winds.
 - c. Avoid hanging traps over or within 5m of standing or flowing water.
 - d. At each sampled plot, hang the trap in the same location throughout all bouts of a season. If resampling the same plot over multiple years, continue to use the same location (if possible). In many cases the number of suitable locations for hanging traps will be limited but if necessary, make note of the location for use in subsequent seasons.
3. Hang the trap’s insulated dry ice container from the elevated external structure and use the clip on the underside of the cooler (or optional carabineer) to attach the rain guard/fan assembly. Secure the mesh collection cup to the lower end of the fan assembly using the elastic band sewn into the mesh.
4. Connect the fan to the power source by color-matching the wire leads and the battery terminals (red to ‘+’ terminal, black to ‘-’ terminal). The fan should immediately come on.
5. If possible, tie any loose battery cord around the natural feature or Shepherd’s hook from which the trap is suspended. Place the battery in a re-sealable plastic bag to keep it dry.
 - a. At sites with cattle present, wrap the battery cord with aluminum foil to provide protection from chewing livestock. Note that this measure may not have any effect on deer or elk.
6. Remove the tape covering the hole in the underside of the insulated cooler containing dry ice.
**Easy to forget but critical step!
7. If you have not already done so, attach a sampleID label to the catch cup of the trap. Use a safety pin to attach the label to the nylon ‘cuff’ of the catch cup sleeve.
8. Record appropriate information about the visit to the sampling plot on the field datasheet (RD[05]).

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B.2 Retrieving samples from traps

1. Navigate to the sampling plot using maps and/or a handheld GPS as necessary.
 - a. Note that ice may have formed on or around the vent hole of the trap's insulated cooler. During deployment, condensation drips down the sides of the cooler and may freeze around the vent hole depending on ambient conditions. This is normal and should only be considered a problem if the insulated cooler is still more than half full of dry ice at the conclusion of a deployment.
2. With the fan still running, gently tap flying mosquitoes down towards the bottom of the sleeve and into the cup. Tie the laces on the catch cup mesh sleeve to seal the opening.
 - a. Take care not to crush any mosquitoes while tapping them down and tying the laces. Keeping the fan running during this process ensures that the mosquitoes cannot escape from the collection cup during this process. This step may be best completed as a two-person operation.
3. Remove the collection cup by sliding the mesh sleeve off of the fan assembly, while keeping the fan running.
4. If possible, gently stuff/tuck sleeve material into the hole in the top of the catch cup but only to the extent that this does not crush mosquitoes.
5. Ensure that a sampleID label is still attached to the collection cup. If the sampleID label is no longer attached to the collection cup, attach a second (duplicate) label. Use an ethanol-safe, fine tipped pen to write in the trap collection time on the sampleID label.
6. Redeploy trap as necessary. Remember to attach a new sampleID label to the new (empty) collection cup attached to the re-deployed trap.
7. In instances where mosquito abundance is exceedingly high, trap fans may become clogged with and have their function impaired by dead mosquitoes. In these instances it is recommended that the trap fan assembly be swapped out for a new (clean) assembly when the trap is serviced (samples retrieved). The old (clogged) fan assembly can then be returned to the lab and dead mosquitoes cleaned from the fan blades, housing, motor, and intake screen.
8. Transport catch cup containing sample back to field vehicle.
9. Prior to placing the catch cup into an insulated cooler for transport back to the lab, use paper towels (recommended) to remove any water that has accumulated in the catch cup. Do this by swabbing the mesh-covered hole in the bottom of the catch cup. Do not untie the laces.

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10. Place catch cup into insulated cooler for transport back to the domain lab. The cooler should ideally contain dry ice but may contain frozen reusable ice packs if logistics (e.g., duration of field visit, local availability of dry ice) preclude the use of dry ice.
11. Place a cardboard card or cloth between the catch cups and the ice so that they do not come into direct contact.
 - a. Moisture on the outside of the catch cup or mesh bottom can freeze to the ice and cause cups to stick, potentially damaging equipment or samples. Once frozen, samples must remain frozen at all times.
12. Record appropriate sampling information on the field datasheet (RD[05]). This includes the:
 - a. plotID (4 letter site code and 3 digit plot number; e.g., HARV_001) ,
 - b. collectDateTime (date and time that the protocol step was completed),
 - c. and the field “targetTaxaPresent”
 - 1) This field can be populated with values of Yes, No, or Maybe and can be filled out in the field (by circling Y, N, or M) or in the lab when the catch cup is processed.
 - 2) Enter “N” if the catch cup is completely empty or contains only a very small number of by-catch specimens (e.g., a couple of moths) that can be quickly identified and sorted out when the catch cup contents are being processed in the lab. In this case (targetTaxaPresent=N), no sample vial is generated.
 - 3) Enter “Y” if the catch cup definitely contains mosquitoes. In this case (targetTaxaPresent=Y) one or more sample vials will be generated.
 - 4) Enter “M” (maybe) if you think that there might be mosquitoes in the sample. In this case (targetTaxaPresent=M) the catch cup will contain insects when examined in the field at the time of collection but when examined in the lab, the cup will contain either a) some insects that look like (or might be) mosquitoes, or b) so many insects, including potentially many by-catch individuals, that the sample cannot be sorted (by-catch removed) quickly and instead is simply transferred into one or more vials for sorting and ID at an external facility. In this case (targetTaxaPresent=M), one or more sample vials will be generated.
13. If using a Shepherd’s hook, leave the hook at the plot for the duration of the sampling season, if the site use permit allows.

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B.3 Sample preservation

1. Upon returning to the lab, immediately transfer samples into an ultra-low freezer (-80°C). Keep samples from different collection events separate (e.g., 1st collection samples should be in a different labeled bag than 2nd collection samples to aid in differentiating them during the transfer to vials in the lab).
2. Once frozen, samples must remain frozen at all times.

B.4 Refreshing the sampling kit

1. Test traps to verify that they are still fully functional.
2. Refreeze reusable ice packs.
3. Obtain fresh consumable items.
4. Print new datasheets (RD[05]) and sampleID labels as needed.

B.5 Equipment maintenance, cleaning, and storage

1. If mesh sleeves/collection cups are wet or dirty following trapping, gently wash them by hand using fragrance-free laundry detergent and hang/stack to dry. Make sure all trap components are clean and free of insect parts.
2. If the mesh sleeve is damaged or torn it should be replaced as captured mosquitoes may be able to escape through holes in the mesh.
3. Clean fans as necessary.
 - a. Remove the fan assembly from the rain cover.
 - b. Fill a small tray with warm soapy water to a height that, when one or more fan assemblies are placed in the tray, the water level reaches just below the fan motor.
 - c. Soak fan assemblies for 10-20 minutes and then remove from the water tray and clean with bottle brush.
 - d. Once clean, set the fan assembly(ies) on a paper towel to dry before reattaching the rain cover.
4. Clean any other equipment as necessary using fragrance-free laundry detergent.

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5. Make sure all equipment is dry before placing it in storage.
6. Charge mosquito trap batteries. The batteries used to power the CDC CO₂ light traps are a 6V sealed gel electrolyte type. They pose little risk, but proper handling procedures should be followed.
 - a. Use plastic covers or tape to cover terminals when not in use.
 - b. Charge batteries in a designated area with batteries placed in plastic bins for secondary containment. Particular care should be exercised when charging depleted batteries as chargers can become hot and potentially cause burns. The green light indicates charging is complete and batteries on chargers should not be touched until after the green light comes on.
 - c. Warning signs should be placed around the batteries while charging.
 - d. Connect the color-coded leads to the battery.
 - e. Plug the charger into the AC outlet. If the battery is mistakenly connected backwards (negative to positive) or the charger leads are shorted together, a red light on the charger will be illuminated to indicate a possible mistake. When the charger is first plugged in it sends intermittent current pulses into the battery and monitors the battery's response to determine the charge state. A red light may come on briefly if the battery is excessively discharged, but it should go off within the first few minutes of charging.
 - f. Once the charger determines that the battery can safely take a charge, it goes into the bulk charging mode. During bulk charging, indicated by a yellow light on the charger, the full capacity of the charger is applied until the battery reaches 80% of its capacity.
 - g. Once the battery has reached 80% capacity charging enters absorption mode: the yellow light on the charger remains on but the charge output is reduced from 100% to 33% of capacity until the battery reaches full charge.
 - h. Once full charge has been reached a green light on the charger becomes illuminated to indicate that the battery is now in its ideal charge state. As long as the batteries remain connected, the charger will maintain them in this state. This means that batteries may be left connected to the charger overnight, over the weekend, or indefinitely, and when they are picked up, they are in the ideal state.

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SOP C Laboratory Processing and Analysis

C.1 Transferring mosquitoes from catch cups to sample vials

1. Clear and clean off bench space prior to processing samples.
2. Print Sample Transfer Datasheets (RD[05]) or record directly into the electronic data entry interface (SOP D).
3. Obtain enough sample vials to hold samples from each catch cup.
 - a. In the case of large volume samples, you may need multiple vials for each catch cup.
 - b. Approximate the number of vials based on typical catch cup volumes at your site. Preparing extra vials is recommended in the event that cup contents are higher than expected.
4. Generate a sampleID label to be placed into each vial once it is full of mosquitoes (see step 11).
 - a. For the sampleID labels already attached to each catch cup, make sure that the trap collection time is included.
 - b. Print additional sampleID labels, if multiple vials are required, to insert one into each sample vial. Printing extra labels is recommended.
5. Externally label each sample vial using a permanent, ethanol-safe marker or pre-printed, adhesive-backed labels. Label the body rather than the lid of the vial.
 - a. It is important to do this before chilling the vial (described below) as chilling will cause condensation on the external surfaces of the vial that will make it difficult to write on the vial or attach an adhesive-backed label.
 - b. The external label format (vial ID) consists of the sampleID and a vial number (the two-digit number of the vial relative to the total number of vials containing mosquitoes from a single catch cup, 01 or higher, depending on the number of vials associated with each catch cup) (**Error! Reference source not found.**). The sampleID includes the plotID, the collectDateTime (YYYYMMDD.HHMM, a combination of the collection date and time separated by a period. Time must be written in military time format). As an example, the vial ID “OSBS_002.20130802.1608.02” would indicate that the labeled vial is the second vial containing mosquitoes caught during daytime sampling in plot 002 at Ordway Swisher Biological Station and collected on August 2, 2013 at 4:08PM.
6. Open each vial and place a small amount of low-lint wipes (e.g., Kimwipes) into the bottom of the vial for packing.

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- a. This will help absorb moisture, prevent mosquitoes from sticking to the bottom of the vial, and cushion the sample during transit.
 - b. Fold the packing material into a small square, use your thumb to make a pocket in the center, and then push the packing material into the bottom of the vial.
7. Place the sample vial(s) into a freezer for 5 minutes so the walls of the vial(s) become frozen. This will prevent thawing frozen mosquitoes by transferring heat from warm vials.
 8. Gather and/or prepare any equipment necessary for transferring mosquitoes from catch cups into sample vials (Table 4).
 9. Set up a chilling station to keep sample vials cold following removal from freezer and during transfer.
 - a. A simple version of such a station involves a small cardboard box that has holes cut into the top into which chilled sample vials can be inserted (Figure 9). During sample transfer, the box is filled with ice or dry ice to keep the sample vials cold.

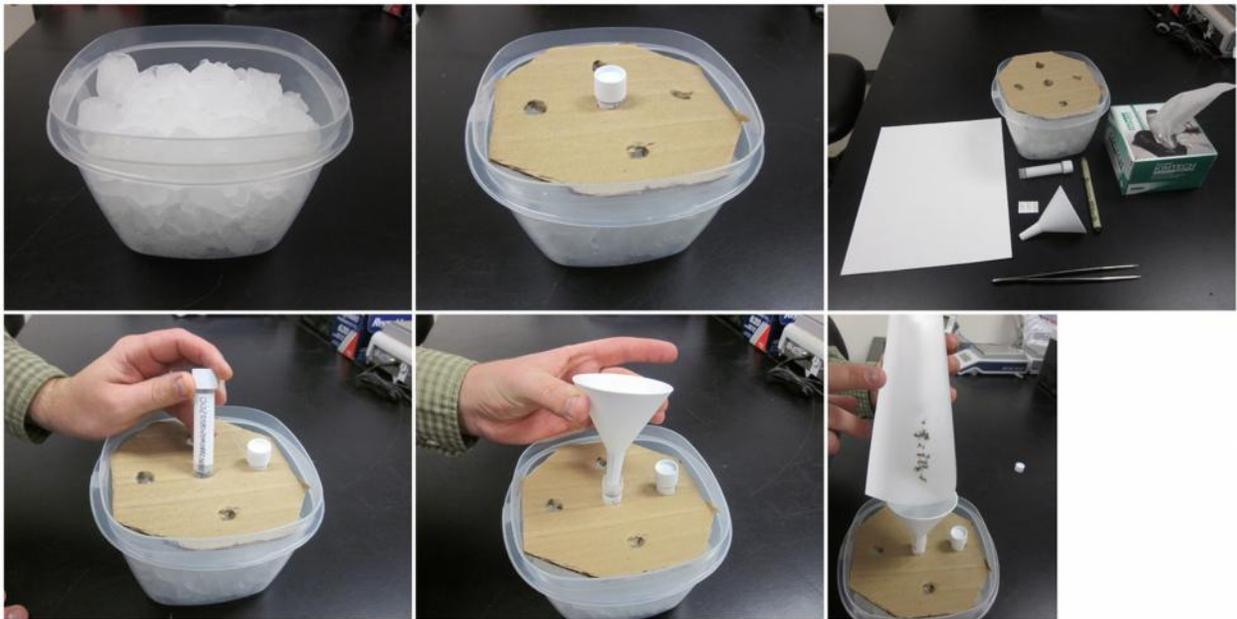


Figure 9. Example of a chilling station and associated laboratory setup for transferring mosquitoes from catch cups into sample vials.

10. Remove a catch cup and the corresponding labeled empty sample vials from the freezer. Place empty vials into chilling station.

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11. Quickly transfer mosquitoes from the catch cup into the empty sample vial(s) to ensure that samples remain frozen.
 - a. Insert a funnel into a frozen sample vial.
 - b. Unscrew the lid of the catch cup and remove mesh. Be sure that no mosquitoes are trapped in the mesh.
 - c. Flip catch cup over and tap sharply onto a piece of paper on the lab bench. This should dislodge most mosquitoes.
 - d. Remove obvious/large by-catch (e.g., moths, beetles) that are clearly not mosquitoes and that could damage mosquito specimens when sample vials are sent to external facilities.
 - 1) While by-catch removal can improve sample quality, prioritize keeping mosquito samples frozen (i.e., do not spend too much time removing by-catch).
 - 2) If by-catch is frozen to mosquitoes, do not attempt to disentangle.
 - 3) Do not spend more than 5-10 seconds removing by-catch.
 - e. If you need to revise “targetTaxaPresent” based on the contents of the trap, follow the instructions on field data sheet revision found in the data transcription protocol RD[04].
 - 1) This field can be populated with values of Yes, No, or Maybe (circle one).
 - 2) Enter “N” if the catch cup is completely empty or contains only a very small number of by-catch specimens (e.g., a couple of moths) that can be quickly (5-10 seconds) identified and sorted out when the catch cup contents are being processed. In this case (targetTaxaPresent=N), no sample vial is generated.
 - 3) Enter “Y” if the catch cup definitely contains mosquitoes. In this case (targetTaxaPresent=Y) one or more sample vials will be generated.
 - 4) Enter “M” (maybe) if you think that there might be mosquitoes in the sample. In this case (targetTaxaPresent=M) the catch cup will contain either a) some insects that look like (or might be) mosquitoes, or b) so many insects, including potentially many by-catch individuals, that the sample cannot be sorted (by-catch removed) quickly and instead is simply transferred into one or more vials for sorting and ID at an external facility. In this case (targetTaxaPresent=M), one or more sample vials will be generated.
 - f. Use the paper to guide mosquitoes down into the funnel.
 - g. Use forceps to transfer any mosquitoes that may remain in the catch cup or associated mesh into the sample vial.
 - 1) **Do not overfill** the sample vial.

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- h. Add an upper layer of packing material on top of the mosquito samples. Push the upper packing material against the mosquitoes firmly enough to prevent sample movement but gently enough to avoid crushing samples. This will prevent samples from shifting and being damaged during subsequent handling and shipping.
 - 1) Add additional packing material above the upper plug if the mosquito sample is small and there is empty space in the upper part of the vial.
 - 2) Alternatively, if the mosquito sample is too large to fit into a single vial, use additional vials as necessary until all mosquitoes from a catch cup have been transferred into sample vials.
- 12. Place a sampleID label into each vial above the upper plug of packing material.
 - a. If using small vials, fold the label and/or slip it along the edge of the vial to avoid crushing mosquitoes.
 - b. If necessary, insert the label before adding mosquitoes to the vial.
- 13. Seal each vial and immediately place it into an ultralow freezer at -80°C.
 - a. When storing samples, take steps to keep samples of similar origin together. This organization will reduce the probability of samples thawing when they are inventoried and sorted at external processing facilities.
 - b. Rubber band or bag multiple vials from a single site/bout/trap combination.
 - c. Store all vials from a sampling site/bout combination together in a re-sealable plastic bag or vial rack.
 - d. Vials from different sampling bouts within a site, and from different sites, should not be mixed.
- 14. For each sample vial, enter relevant information onto a Sample Transfer Datasheet (RD[05]) or record directly into the electronic data entry interface (SOP D).
- 15. Wipe off any metal or plastic implements used during sample processing (e.g., forceps, plastic funnel) with a paper towel moistened with ethanol before processing the next sample.
 - a. It is acceptable to use the same paper towel to clean up after multiple samples.

C.2 Sample preservation

After each sample is processed, transfer the storage vial into an ultralow freezer (-80°C) until shipment.

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C.3 Equipment Maintenance, Cleaning and Storage

1. Clean off the surface of the lab bench where processing activities were performed.
2. Clean any non-disposable equipment used during processing (e.g., funnel) with ethanol.
3. Put away all supplies in their designated storage locations.
4. All materials should be put away in clearly marked receptacles or cabinets after each bout of laboratory work.

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SOP D Data Entry and Verification

The importance of thorough, accurate data transcription cannot be overstated; the value of the efforts in the field is only manifested once the data are properly entered for delivery to NEON’s end users. As a best practice, field data collected on paper datasheets should be digitally transcribed within 7 days of collection or the end of a sampling bout (where applicable). However, given logistical constraints, the maximum timeline for entering data is within 14 days of collection or the end of a sampling bout (where applicable). Data transcription must be completed within 14 days of collection or the end of a sampling bout (where applicable). See RD[04] for complete instructions regarding manual data transcription.

The procedure is as follows:

1. Enter data from field datasheets and laboratory processing of sampling into the “mos_trapping” table of the Mosquito Access Database, according to instructions in the NEON Protocol and Procedure: Manual Data Transcription (RD[04]).
2. Scan datasheets and save in PDF file format.
3. Save paper copy of datasheets.

Before entering data, all personnel must read RD[04] for complete instructions regarding manual data transcription. Prior to entering data via a web user interface (webUI), each technician shall enter a plot (or subplot) of data from one bout into the protocol-specific webUI housed on the Training portal, as described in RD[04]. If a mobile data recorder (MDR) application is available for field data entry, the technician must be trained prior to use in the field.

Protocol-specific instructions and the associated data entry database for entering mosquito data can be found on the NEON intranet on the [FOPs-TOS page](#). Be sure to enter data for all plots within a bout even if traps were not set as scheduled, due to unforeseen circumstances. If an entire bout is missed, no data need to be entered.

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SOP E Sample Shipment

Information included in this SOP conveys science-based packaging, shipping, and handling requirements, not lab-specific or logistical demands. For that information, reference the CLA shipping document on CLA’s NEON intranet site.

E.1 Handling Hazardous Material

Dry ice is a Class 9 regulated material and must be shipped according to CFR 49 Subchapter C, Hazardous Materials Regulations.

Dry ice releases carbon dioxide gas which can build up pressure and rupture packaging. Ensure the packaging used allows the release of this pressure to prevent rupturing the package. Dry ice must be packaged using **UN packing group III** compliant materials. The maximum amount of dry ice per package is **200 kg**. Refer to Chemical Hygiene Plan and Biosafety Manual (AD[03]) for additional requirements on commercial shipment of hazardous or dangerous materials.

E.2 Supplies/Containers

Use corrugated cardboard boxes which meet UN packing group III requirements. Add Styrofoam along the walls of the box as insulation. Ensure the Styrofoam IS NOT sealed to be airtight. Styrofoam must not be used as an outer packaging.

Put samples to be shipped into insulated shipper, then weigh the box containing samples. Add dry ice to surround the samples and reweigh the box to determine the amount of dry ice in each package. Be sure to include a hardcopy shipping manifest inside the box with the samples.

When packing items in the container put dry ice and specimens as close together as possible with dry ice on top. Fill empty space with wadded newspaper, Styrofoam peanuts, or bubble wrap. Empty space will cause the dry ice to sublimate faster. As dry ice sublimates specimens will move around in packaging; cushioning provides additional protection for samples during shipment.

Note that this must be done quickly as it requires the samples be initially placed into the box without dry ice. Samples can thaw quickly and must remain frozen at all times.

Complete packaging and labeling for Class 9 dry ice hazard shipment.

E.3 Timelines

Avoid shipment on days that will require transit on a weekend or over a holiday period. Samples can be stored at -80C for many months without loss of quality. Based on logistics timelines and domain storage capacity, samples should ideally be shipping out at least once per month.

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E.4 Conditions

Samples should be shipped frozen on dry ice via standard overnight delivery service to taxonomic ID facility. **Samples must remain frozen ($\leq 0^{\circ}\text{C}$) at all times.**

E.5 Grouping/Splitting Samples

All samples collected during each bout must be shipped together. Sample vials containing samples collected as part of the same bout combination can be taped or rubber-banded together, or placed in a separate bag, to allow them to be easily inventoried and sorted at the external facility.

E.6 Return of Materials or Containers

If using insulated shipper kits or other reusable containers include return ground shipping forms for the laboratory to return shipping materials.

E.7 Shipping Inventory

Each shipment must be accompanied by a hard-copy shipping manifest enclosed within the shipping container AND a corresponding electronic version of the manifest (Excel file) emailed to the taxonomic ID facility (RD[05]). Place the hard copy shipping manifest in resealable plastic bag on top of Styrofoam and send electronic manifest and shipper tracking information to CLA contact **and** the receiving laboratory.

The hard-copy shipping manifest lists every sample vial in the shipped batch. Include the following populated fields from the electronic manifest: sampleID, sentTo, sentDate, recordedBy, and remarks. An example of a populated hard-copy manifest is provided in Figure 10.

NEON Mosquito Sampling: Shipping	
sentTo: Colorado Mosquito Control	sentDate: 08/01/2015 recordedBy: atech@neoninc.org
identifier <i>(sampleID for mosquitoes from domain facilities)</i>	remarks <i>(also indicate # of vials in the container marked with this sampleID)</i>
OSBS_001.20150601.0600	3 vials
OSBS_002.20150601.0630	1 vial
OSBS_003.20150601.0701	1 vial

Figure 10: Example of a hard-copy shipping manifest

The electronic manifest should be emailed to the taxonomic ID facility as soon as possible after a batch of samples has been shipped. The order of sample records in the electronic manifest should match the order in the corresponding hard-copy shipping manifest.

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E.8 Laboratory Contact Information and Shipping/Receipt Days

See the CLA shipping document on CLA's NEON intranet site.

8 REFERENCES

N/A

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APPENDIX A DATASHEETS

The following datasheets are associated with this protocol:

Table 6. Datasheets associated with this protocol

NEON Doc. #	Title
NEON.DOC.001581	Datasheets for TOS Protocol and Procedure: Mosquito Sampling

These datasheets can be found in Agile or the NEON Document Warehouse.

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APPENDIX B QUICK REFERENCES

Quick Reference: Getting Ready for Sampling

STEP 1 – Gather all needed supplies (and extras).

STEP 2 – Test functionality of mosquito trap components.

STEP 3 – Upload sample locations and obtain maps and datasheets.

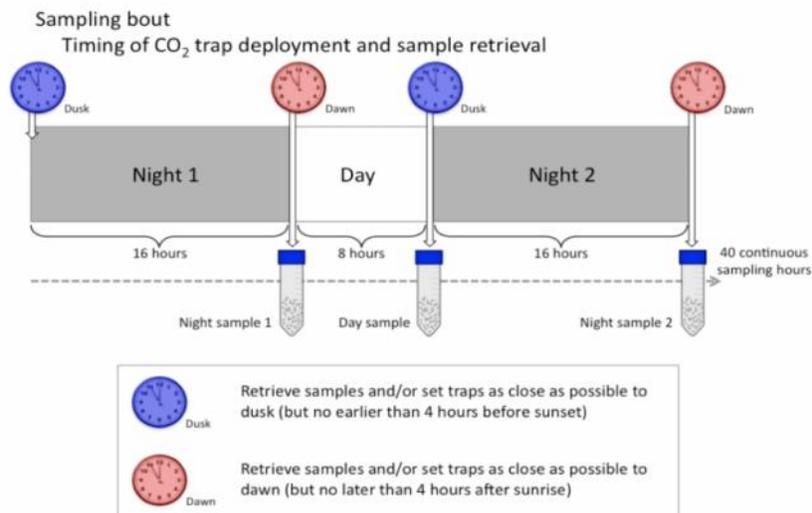
STEP 4 – Generate and print locality labels and cut into strips.

On the field day:

STEP 5 – Obtain enough dry ice to set (or re-set) traps. Add additional dry ice or frozen reusable ice packs to keep samples cold or frozen during transport back to lab.

STEP 6 – In coolers used to transport samples from field to lab, cover ice with cardboard or cloth.

Mosquito trap servicing during a bout occurs during a ~40 hour window, including two nights and the intervening day. This involves four trips to each sampling plot.



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Keep samples frozen. The genetic material (that will be analyzed for pathogens) degrades when a sample thaws.

Quick Reference: Setting Trap and Collecting Mosquitoes

- STEP 1** – Write the date on three locality labels and attach to mesh sleeve.
- STEP 2** – Fill cylinder cooler with dry ice pellets.
- STEP 3** – Assemble trap components. Attach fan assembly to rain cover using screws. Attach catch cup (with mesh sleeve). Connect to battery. Remove tape from cylinder vent hole.
- STEP 4** – Return to trap after elapsed time.
- STEP 5** – Keep fan running. Tie off mesh sleeve and remove from fan assembly.
- STEP 6** – Gently tuck mesh sleeve into catch cup.
- STEP 7** – Reset trap, if required.
- STEP 8** – Carefully transport catch cup back to vehicle.
- STEP 9** – Place catch cup into cooler containing dry ice or frozen reusable ice packs.
- STEP 10** – Record all metadata and any irregularities on data sheet.



Distance from ground to hole in bottom of cylinder cooler should be 1.5 to 1.8 m

Trap Setup:

- Suspend with hole in bottom of cylinder cooler approximately 1.5 to 1.8 m above the ground.
- Hang from tree or sturdy shrub.
- Shield from heavy wind, sunlight, and rain:
 - Hang on leeward side, away from wind.
 - Hang on west facing side, away from direct morning sunlight.
- Where tree or shrub is not available, secure trap to a shepherd's hook.
- Seal battery in resealable freezer bag and place on ground.

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Quick Reference: Processing Mosquito Specimens

STEP 1 – Quickly transfer contents of catch cup into frozen sample vials. Remove any obvious bycatch during transfer but prioritize keeping mosquitoes frozen.

STEP 2 – Place tissue paper and a locality label in each sample vial.

STEP 3 – Store vials in -80 °C freezer.

STEP 4 – Record date and time of specimen processing.

STEP 5 – Repeat procedure with specimens from next catch cup.

Keep samples frozen. The genetic material detected during pathogen testing degrades when a sample thaws.

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APPENDIX C REMINDERS

Getting Ready for Field Sampling

(At least one to two days before sampling bout)



Avoid looking like this guy.

Make sure you have everything you need for field sampling (including extras of just about everything).

Gather supplies and test equipment at least one day before a sampling bout.

Locality labels: Be sure to...

- Print labels with correct month and locations.
- Cut labels into strips.
- Bring safety pins for attaching locality labels.

Equipment: Be sure to...

- Inspect catch cup and mesh sleeve for tears.
- Check circuit switches on traps (1st switch closed, 2nd and 3rd switches opened).
- Test fan by connecting battery.
- Charge batteries.
- Print datasheets.
- Upload sample coordinates to GPS and obtain maps.
- Check that sufficient amounts of dry ice and/or reusable ice packs are available.
- Cover ice in transport cooler with cardboard or cloth.
- Assemble mosquito traps.

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Collecting Quality Mosquito Specimens

Before heading into the field: Make sure you have...

- All supplies (and extras).
- Datasheet and locality labels.
- Taped the hole in cylinder cooler (if it was filled with dry ice in lab).
- If used, applied insect repellent away from sampling equipment. Do this ½ hour before heading into the field. Wash hands before handling sampling equipment.

Sample collection: Be sure to...

- Plan your day so that you service traps within the required window of time.
- Double check that your actual location matches the one on the locality label.
- Write the date on three locality labels.
- Check mesh sleeve for tears or holes.
- Freeze and store specimens on dry ice or frozen reusable ice if dry ice is not available.
- Record all required data and any irregularities on Mosquito Field Datasheet.

Before leaving trap: Check that...

- Cylinder cooler has been refilled with dry ice if trap reset is required.
- Tape is removed from cylinder cooler and CO₂ is subliming.
- Locality labels (with date) are attached to mesh sleeve.
- Battery is connected to fan housing and fan is running.

Transporting samples: Make sure...

- Mosquitoes remain frozen or as cold as possible
- Mosquitoes are not in direct contact with ice in transport cooler.
- Cooler is secure in vehicle and will not tip over during transport.
- Catch cups are transferred to -80C freezer in domain lab as soon as possible.

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Processing Specimens in the Lab

Specimen quality: Be sure to...

- Store specimens in ultra-cold freezer (-80° C).
- Work with specimens from one catch cup at a time.
- Look carefully for mosquitoes caught in folds of mesh sleeve.
- Work quickly, sorting mosquitoes from obvious bycatch so that mosquitoes remain frozen.
- Provide ample room in vials so as not to damage specimens.
- Put locality label (with date) in every sample vial.

Data entry: Did you...

- Record date and time of specimen processing?
- Describe irregularities or deviations from protocol?

Work quickly when you separate mosquitoes from obvious bycatch. Frozen mosquitoes must remain frozen.

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APPENDIX D ESTIMATED DATES FOR ONSET AND CESSATION OF SAMPLING

The dates in the table below are based on historic records and are estimates for the start and stop dates of sampling. It is essential that domain staff monitor real-time conditions to determine when to start (and stop) sampling, as described in Section 4 of this protocol.

This table will be completed in a future revision of this document, as data become available.

Table 7. Estimated dates of historical temperature thresholds

Site	Average 5-day temp above 10°C		Average 5-day temp above 4°C	
	Approx. Start Date	Approx. End Date	Approx. Start Date	Approx. End Date
HARV	March 28	November 20	February 22	December 17
BART	April 14	November 2	March 18	December 4
OSBS	February 23	December 5	Year Round	
OSBS	Year Round			
DSNY	Year Round			
JERC	Year Round			
UNDE	April 14	October 26	March 19	November 13
ORNL	February 12	December 21	Year Round	
TALL	Year Round			
WOOD	April 9	October 30	March 21	November 12
CPER	February 27	November 22	January 9	December 19
STER	February 27	November 22	January 9	December 20
ONAQ	March 8	November 15	January 21	December 18

Note that in some cases, the timing of sampling at a relocatable site will be based on conditions at a core site in a different domain. The following sites are affected:

1. Niwot Ridge: this core site is officially associated with D13 but will be sampled according to a timeline set by activities in D10 and its core site, CPER, due to shared personnel and the fact that mosquito activity will always start later in the season at the high elevations of Niwot Ridge.