Package Bee Installation
Retrieve packages from post office as soon as they arrive.
The packages are treated like any other live animal shipment.
Before shipment, the parent apiary should be given a thorough inspection for diseases and other problems.
When the package arrives, evaluate its general appearance. Note anything unusual such as broken package containers or a considerable amount of dead bees.
Most shipments will arrive without problems. Up to an inch of dead bees on the bottom of the package is considered normal.
Although the packages each have a can feeder inside, it is good to feed the bees in case the sugar syrup has run out.

A 1-to-1 solution of sugar-to-water works well.

Be generous, but don’t drown the bees.
To make a sugar feed jar, punch small holes in the metal lid of a mason jar.

Nail downwards into the jar so that the rough edges of the holes are inside. The surface tension of the sugar water will keep the syrup from pouring out through the holes when the jar is inverted.
It is best to install packages in the late afternoon so that they will settle down quickly as night falls. If needed, you can store packages in a dark room for several hours if they arrive earlier in the day.
Keep packages in a dark room with plenty of syrup.

Well-fed bees are more calm and less apt to sting or take flight.
Prepare for installing the packages as you would working a normal colony.

Wear a veil to protect your head, neck, and face.

You will need a hive tool.
Installing packages is confusing for the bees and some may land on the ground. Bees will try to walk up your leg to gain height before attempting to fly.
Tuck your pant legs into your socks to prevent bees from climbing up your leg.
Place your empty hive in the spot you want it. Remove several frames from the middle to allow space for the installed bees.
Starting colonies on drawn-comb will speed up the establishment time of the colony.

Once freed from her cage, the queen will have immediate access to cells for egg laying.
Fill the division board feeder (or other type of feeder) before installing the bees.
A frame of brood (without adult bees) will help build the population.
A frame of honey will help feed the bees. Beware of robbing by other colonies.
Pry off the wooden lid with hive tool.
Remove wooden lid, but keep it close by.
Remove can feeder and queen cage.
The can feeder has holes in it for feeding bees in transit. The sugar syrup can be fed back to the bees after installation.
Shake bees off of queen cage before inspecting queen. Note any aggressive behavior by the workers toward the queen.
Replace wood panel to prevent bees from escaping.
Most of the workers on the queen cage will be feeding the queen or feeding the attendant bees in the cage with her.
Occasionally, a few bees will attempt to sting the queen through the cage. This is called "balling the queen". The workers should accept her as the new queen after a few hours.
Make sure queen is alive and apparently healthy.
Queen cage with candy plug and open-end.
Do not remove cork on open-end side of cage.
Remove cork on candy-side of cage.
Boring a small hole in the candy with a nail will release the queen more quickly.
Make a small hole.
If too big, the queen will meet the other bees too quickly.
Place queen cage in a shaded area while installing the package.
Hold wood lid and knock bees to package bottom before shaking.
Shake the package from side-to-side to remove bees from the package box. Direct the bees into the free space.
There will be many hundreds of bees flying around, but don’t worry. They will settle down and enter the hive after 10-30 minutes.
Shake as many bees out of the package as possible. Some bees will still be left in the package.
Replace the frames in the hive after allowing bees to disperse from bottom board.
Position the queen cage between the frames with the screen facing the open space. This allows the other bees to get familiar with her and feed her.
The candy-side of the queen cage should face up. This will prevent attendant bees from inside the queen cage from blocking the opening should they die before the queen is released.
Place packages near installed hives so that remaining bees will come out and enter hive.
Use an entrance reducer to limit interference by other bee colonies. Leave the colony alone for 2 to 4 days.
The bees will begin to construct new comb on the foundation.
Open hive three days later and check to see if the queen has been released.
She may have already started laying eggs.
Monitor your new bee colonies over the next few weeks. Assist them in establishing their colony if needed.

Enjoy your new bees!