**U.S. Department of Energy**

**Quarterly Teleconference on Implementing**

**Environmentally Preferable Purchasing Requirements**

**January 22, 2009 11 a.m. - 12:30 p.m. (EDT)**

**TOPICS**

* FY2008 EPP results
* Biobased products
* Green product sources
* Reuse/recycle of mounds of material
* Imaging equipment
* Six Sigma and EPP

**MINUTES**

**Welcome** - Don Lentzen (DOE-HQ Environmentally Preferable Purchasing Program Lead)

**DOE Site Discussion: Availability and Performance of 9 Proposed Biobased Products** – DOE Sites

The list of 9 biobased products proposed to be designated under USDA’s BioPreferred program was circulated in October 2008 for comment. The comment period closed December 22, but we have USDA with us today still interested in any challenges we see to purchasing and using these products:

* **Cleaners/Solvents**
* Food cleaners – 53% (anti-microbial products used to clean the outer layer of various food products, such as fruits, vegetables, and meat)
* General purpose household cleaners – 39% (used to clean common household surfaces and possessions found in living spaces; includes general purpose household cleaners and excludes products formulated as disinfectants and task specific products such as scouring, toilet bowl, upholstery, laundry, dishwashing, spot/stain, oven, and drain cleaners.)
* Industrial cleaners – 41% (used to remove contaminants such as adhesives, inks, paint, dirt, soil, and grease from parts, products, tools, machinery equipment, vessels, floors, walls, and other production related work areas. Industrial cleaners are usually solvents but may take other forms and used in a straight or diluted solution in pressure washers, hand wiping applications in industrial settings as opposed to institutional cleaners used where production processes to not occur.)
* Multipurpose cleaners – 56% (used to clean dirt, grease, and grime from items in industrial and domestic settings. **Multipurpose cleaners are intended for broader applications than general purpose household cleaners, task specific cleaners, or industrial cleaners**. The item excludes products formulated as disinfectants.)
* Parts wash solutions – 65% (used to clean machine parts to remove dirt and grease build up in manual or automatic cleaning systems including but not limited to soak vats and tanks, ultrasonic cleaners, and cabinet washers.)
* **Lubricants**
	+ Chain & cable lubricants – 77% (lubricant for and prevent rust of bar & roller chains, sprockets, wire ropes, cables)
	+ Corrosion preventatives – 53% (prevent deterioration of metals)
	+ Forming lubricants – 68% (provide lubricity during metal working applications that are performed under extreme pressure, such as tube bending, stretch forming, press braking, and swaging)
	+ \*Gear lubricants – 58% (greases and oils to reduce friction when applied to a toothed machine part, such as a wheel or cylinder, that meshes with another toothed part to transmit motion, change speed or direction. Unlike penetrating lubricants used to loosen frozen gears, gear lubricants reduce friction of gears while in operation.)

\* = Overlap with EPA designated products for recycled content

Laurie True (PNNL) – The Pacific Northwest National Laboratory has very positive experiences with H2Orange2 (a product of Envirox) but it only has 53% biobased content whereas the proposed content for multipurpose cleaners is 56%.

Ron Buckhalt (USDA) noted the percentage content in the list of proposed products is advisory, and the real objective is to use the highest percentage biobased product that meets a site’s needs.

Steve Devlin (Iowa State University Extension) described the process by which the proposed percentage contents are derived. Manufacturers are asked for information on what products are available. The list of products is then divided into categories. Sample products are requested and tested using ASTM standards.

Teresa Heaton (SPR) – The Strategic Petroleum Reserve uses Healthy Clean Buildings products that are100% biobased and is very pleased with the products’ performance. Information on the products is available at <http://store.cleaningpro.com/>.

Ron Buckhalt explained the difference between “general purpose household cleaners” and “multipurpose cleaners” is that the latter category is intended for a broader application (such as commercial use) than household use.

**FY2008 EPP Purchasing Results** – Don Lentzen

* For biobased content products:

**DOE Purchases of USDA-Designated Biobased Products**

**FY2008**

|  |  |
| --- | --- |
| **Designated Products**Other Products | **No. of DOE Sites Purchasing/Testing** |
| **Mobile equip. hydraulic fluid** | **9** |
| **Diesel fuel additives** | **1** |
| **Penetrating lubricants** | **7** |
| **Roof coatings** | **1** |
| **Water tank coatings** | **0** |
| **Bedding/bed linens/towels** | **1** |
| Adhesives | 4 |
| Construction Materials | 6 |
| De-Icer | 1  |
| Inks | 3 |
| Landscaping Materials | 6 |
| Mastic Remover | 1  |
| Oil - Transformer & Cutting | 2  |
| Paint/Sealers | 1  |
| Pesticide | 1  |
| Plastics/bags | 5  |
| Solvents/Cleaners | 22  |
| Sorbents | 3 |

* For recycled content products, link to <http://www.hss.doe.gov/pp/ap/sites2008.cfm>
	+ DOE spent over $48 million on designated recycled content products; down from FY2007 which was $52 million
	+ 66% of the designated products were purchased with recycled content
	+ Taking justified exceptions into account - 90%; looking to next year to make 100%
	+ We reported the highest expenditures for office products.
	+ We may not be capturing all the data for construction projects.
	+ And we still seem to be struggling to purchase remanufactured cartridges
	+ Challenges: we need to transition to more biobased products; please experiment; try the new products and share your results with us so we can pass it on good or bad; in addition, we have ENERGY STAR/FEMP qualified and WaterSense labeled products, and ozone depleting alternatives

**Joint EFCOG/DOE Chemical Safety and Lifecycle Management Workshop** – Jane Powers (DOE-HQ)

The “Chemical Safety and Lifecycle Management Workshop – Lean and Green” is scheduled for March 10-12, 2009 at the DOE Forrestal Auditorium. The sessions will be audio- and video-linked to various locations throughout the DOE complex. Green chemical management is the topic of sessions on the afternoon of Monday, 10 March and might be of particular interest to procurement personnel.

**Office of Federal Environmental Executive Update** **–** Dana Arnold (OFEE)

Link to <http://www.ofee.gov/>

* No reliable information as to whether the new administration will modify EO 13423.
* The 2009 Federal Environmental Symposia call for presentations is open and will run through February 13, 2009. Abstracts can be submitted via <http://www.fedcenter.gov/symposia2009-cfp>.
* Beginning on January 2, 2009, the Office of the Federal Environmental Executive OFEE) began accepting applications for the 2009 White House Closing the Circle (CTC) Awards. (Note: DOE HQ submits the CTC nominations.)
* The Office of Federal Procurement Policy is finalizing the required biennial report to Congress. This report will cover a 4-year period.
* We are still working on the procurement policy letter but have some procurement issues to deal with before publication.
* New Energy Star standards are under development.

**Federal Acquisition Regulations Update –** Richard Langston (DOE-HQ Procurement)

Subpart 23.4 of the FAR, Use of Recovered Materials and Biobased Products, contains the requirements for purchases of biobased products. The section does not, however, reference EO 13423.

**Suppliers and Track Record of 9 Newly Proposed Biobased Products** – Ron Buckhalt (USDA)

Link to [www.usda.gov/biopreferred](http://www.usda.gov/biopreferred)

* The comment period for the proposed rule ended on 22 December 2008. There is no indication of when the proposed rule will become final.
* The list of proposed Round 6 items was sent to the Office of Management and Budget for review.
* **The 2ndAnnual BioPreferred Showcase and Training** is scheduled for **June 8-11, 2009, in San Antonio, TX. It is hosted** in conjunction with the GSA Expo 2009.Linda Mesaros, who is in charge of the speaker track, encouraged DOE staff to submit papers to present.

**Supplier Source** - AbilityOne (formerly JWOD) – Shawn Spengler (National Industries for the Blind, sspengler@nib.org, 703-310-0559)

Link to <http://www.abilityonecatalog.com/>

The mission of the AbilityOne Program is to provide employment opportunities for people who are blind and severely disabled.  This is accomplished by the Federal government buying products and services from the program and so creating the employment opportunities.  The majority of the organization’s commodity products are marketed under the SKILCRAFT brand.  Over 1,000 AbilityOne/SKILCRAFT environmental products are available for purchase today and include biobased, recycled content, non-ozone depleting products, such as writing instruments, binders, paper, calendars, disposable paper products, cleaning chemicals and absorbents. The complete AbilityOne 2008 catalog contains over 2,500 products.

Because AbilityOne sells its products through many different vendors (such as Global Supply and Multiple Award Schedule holders), it cannot track user’s purchases for reporting purposes. Vendors should, however, be able to track a buyer’s purchases of AbilityOne products.

Don Lentzen: The DOE-HQ Supply Store is run by the Winston-Salem Industries for the Blind, which is part of AbilityOne.

**Supplier Source** - OnlyGreen4Me Purchasing Website and Reporting capability – Pete Green

For products, link to <http://www.onlygreen4me.com/onlygreen>

For reporting capability, link to [www.commercescience.com/presentations/doe](http://www.commercescience.com/presentations/doe)

OnlyGreen4Me carries only green products. Most of them are third-party certified. The company has 35 distribution centers nationwide which expedites rapid product delivery and reduces ship costs. The company catalog includes soy toner cartridges, office machines, Hon office furniture, janitorial supplies, Cree LED lights (which meet the standard for LEDs) and paper products. OnlyGreen4Me has free toner cartridges for testing to the first five DOE sites to request them.

The company can design a website to meet DOE site purchasing needs and has the capability to customize reports of purchases.

Trish Brechlin (EMCBC) – We have problems obtaining information on the recycled content of furniture from vendors.

Pete – I can get that information for you.

DOE-HQ followed up sending Trish the names of companies with recycled content in their furniture.

**Reuse/Recycle – Cold Standby Status** – Delane Fitzpatrick-Maul (Yucca Mountain Project)

When the Yucca Mountain repository site went into cold standby status, the Department gathered and sorted excess supplies, equipment, and hazardous material to promote maximum recycle and reuse. Nye County, the county in which the repository is located, received about 75% of the excess hazardous materials; the US Geological Survey received 5% of the drilling related hazardous materials~~;~~ thereby reducing the amount that might have been managed as hazardous waste. The excess equipment included 90,000 pounds of electronic equipment, 35,000 pounds of which were recycled and 50,000 pounds donated for reuse by rural school districts and the local Shoshone Tribe. Over 170 cubic feet of excess office equipment was redistributed for reuse when the Yucca Mountain administrative office space was consolidated.  This reduced the office supply budget to $16K which is trivial compared to what it was.  The key to the success was the coordination with all entities.

**Reuse/Recycle – Construction** – Michelle DeCamara (SLAC National Accelerator Laboratory)

During the 2-year process of constructing a new beam line structure and tunnel, SLAC recycled 86% of roughly 600 tons of construction debris. A recycle goal of 66% had been built into the contract with the construction company. Debris was segregated into metals, aggregate, green, and mixed. The subcontractor was responsible for daily housekeeping, sorting the recyclables, and cleanup. All materials were transported to a local offsite Materials Processing Facility (MPF). Most of the materials (90%) fell into the mixed category which were sorted at the MPF. The cost of processing mixed debris at the MPF was approximately--$44/ton, which is equivalent to the charge had the materials been landfilled instead of recycled, therefore the recycling requirement did not add extra cost burden to the project. In addition, some minor savings were likely realized for the 10% of materials source segregated on-site, as the MPF charges a reduced rate for segregated materials equal to approximately 25%-50% below the standard rate of $44/ton.

Dana Arnold – With recycling markets so low did that affect your project?

Michelle – we finished most recycling in September before the market dropped.

**New ENERGY STAR Specifications for Imaging Equipment, FY2008 EPEAT Purchasing Results, and Other Updates** – Jeff Eagan (DOE)

* The results DOE produced in FY2008 were extraordinary. Over 96% of our computers were EPEAT registered, meeting the Federal standard 2 years ahead of time, and DOE achieved a 98% recycle/reuse rate for excess electronic equipment.

* Federal Electronics Challenge Facility Partners may apply for a 2009 Federal Electronics Challenge Award for electronic stewardship activities completed between January 1 and December 31, 2008. The awards are benchmark awards not competitive awards. Complete 2009 award applications are due January 31, 2009. Applicants for the awards must review the Online Tracking Information System (OTIS) to ensure that compliance issues will not preclude them from receiving an award. DOE-HQ will be glad to work sites to ensure you can sign the OTIS statement.
* ENERGY STAR standards for imaging equipment (printers, copiers, faxes) could be released in July 2009. Standards for servers could be released as early as March 2009. There may also be some incremental changes in the ENERGY STAR specifications for computers which could bump several models from the rolls of EPEAT-certified equipment.

**Standards for Imaging Equipment Update** – Holly Elwood (EPA)

See 1680BallotingProcess.rft

* Thanks to the U.S. Department of Energy for helping to build EPEAT and for Jeff Eagan volunteering to be on the Board of Advisors. Jeff attended his first in person EPEAT Board of Advisors meeting in December.
* The requirement that agencies must ensure they meet at least 95 percent of their annual acquisition requirement for electronic products with Electronic Product Environmental Assessment Tool (EPEAT)-registered electronic products, unless there is no EPEAT standard for such products, appears at section 23.705 of the Federal Acquisition Regulations (FAR), published January 15, 2009.
* EPEAT currently has one IEEE standard which covers computer desktops, laptops, and monitors. EPEAT is now developing standards for imaging equipment (printers, copiers, fax machines, multi-function devices) and plans to develop standards for televisions, servers, cell phones, and PDAs.
* The EPEAT product registry is being expanded to include 39 countries. EPA is seeking federal purchaser beta testers to look at the revised registry to ensure that it remains easy to use for feds.
* The IEEE P1680.1 standard for computers is being revised, and is about to go to ballot. Contact Holly Elwood at elwood.holly@epa.gov if you wish to participate in balloting of this standard.

**Implementing Six Sigma in Relation to Green Purchasing** – Allan Harris (Environmental Management Consolidated Business Center)

“Six Sigma Environmentally Preferable Purchasing” applies the techniques and tools used in the Six Sigma to reduce variation in processes to the purchasing of products and services that have a lesser or reduced effect on human health and the environment when compared to similarly purposed products or services. One of the Six Sigma methodologies is DMAIC – Define, Measure, Analyze, Improve, and Control – which is conceptually quite similar to the Plan-Do-Check-Act steps of the environmental management system (EMS). A key element of the process is discovering the needs and desires of the customer.

Don Lentzen – Is anyone using Six Sigma? It is a standard type of operation in processing and engineering and has intriguing possibilities to use in conjunction with EPP.

**Next teleconference**

* Date – April 23, 2009
* Potential topics for the next teleconference. Please share your ideas. Some suggested so far are
	+ Recycled content signs
	+ Biobased purchasing success stories
	+ Effect on EPP of Energy Security and Independence Act
	+ Energy/water efficient products
	+ Cafeteria Products (dishware)
	+ Construction Materials: Insulation, paint, roofing sealant, water free urinals
	+ Other?

**Adjourn**

**RESOURCE MATERIALS AND UPDATED EPP INFORMATION**

**NEWLY DESIGNATED RECYCLED PRODUCT AND NEW DEFINITION**

**Begin Purchasing and Collecting Purchasing Data by September 15, 2008**

* Fertilizer
* Compost (new definition)

Web Info: http://www.epa.gov/epaoswer/non-hw/procure/products.htm

**NEWLY DESIGNATED BIOBASED PRODUCTS**

**Begin Purchasing and Collecting Purchasing Data by May 14, 2009 except where denoted**

**CLEANERS/SOLVENTS**

* Adhesive and mastic removers – 58%
* Bath and spa cleaners – 74%
* Carpet and upholstery cleaners
	+ General purpose cleaners – 54%
	+ Spot removers – 7%
* Floor strippers – 78%
* Glass cleaners – 49%
* Graffiti and grease removers – 34%
* Hand cleaners and sanitizers
	+ Hand cleaners – 64%
	+ Sanitizers – 73%
* Laundry products
	+ General purpose laundry – 34%
	+ Pretreatment/spot removers – 46%

**CONSTRUCTION**

* \*Carpets - 7%
* \*Insulating foam (plastic) for residential and commercial construction – 7%
* \*Panels - composite panels
	+ Acoustical composite panels – 37%
	+ Interior panels – 55%
	+ Plastic lumber composite panels – 23%
	+ Structural interior panels – 89%
	+ Structural wall panels – 94%
* Release fluids - concrete and asphalt – 87%

**DISHWARE**

* Cutlery - disposable – 48%
* \*Disposable containers – 72%

**LUBRICANTS**

* 2-cycle engine oils – 34%
* Firearm lubricants – 49%
* Greases
	+ Food grade -42%
	+ Multi-purpose – 72%
	+ Rail track – 30%
	+ Truck – 71%
	+ Unspecified – 75%
* Metalworking fluids—straight oils
	+ Straight oils – 66%
	+ General purpose soluble, semi-synthetic, synthetic – 57%
	+ High performance soluble, semi-synthetic, synthetic **(delayed preference compliance date)** – 40%

**SEALANTS**

* Wood and concrete sealers
	+ Membrane concrete sealers – 11%
	+ Penetrating liquid sealers – 79%

**OTHER**

* De-icers - general purpose de-icers – 93%
* Dust suppressants – 85%
* \*Fertilizers - 71%
* Films
	+ Non-durable – 85%
	+ \*Semi-durable (plastic bags) – 45%
* Fluid filled transformers
	+ Synthetic esterbased transformer fluids **(delayed preference compliance date)** – 66%
	+ Vegetable oil-based transformer fluids – 95%
* \*Hydraulic fluids - stationary equipment – 44%
* Lip care products – 82%
* \*Sorbents – 89% (proposed 52%)

**Begin Purchasing and Collecting Purchasing Data by March 16, 2007 except where denoted**

* Lubricants, penetrating – 68% biobased content by weight
* Diesel fuel additives – 90%
* Urethane roof coating/sealant – 20%
* Hydraulic fluids for mobile equipment (tractors, etc.) – 44%
* Bedding, bed linens, towels **(November 20, 2007 preference compliance date)** – 12%
* Water tank coating/sealant **(November 20, 2007 preference compliance date)** – 59%

\* May overlap with recycled content requirements. Recycled content requirements have precedence.

Regulations: http://www.biopreferred.gov/ProposedAndFinalRegulations.aspx

**SOURCES OF INFORMATION**

**DOE’s “Environmentally Preferable Products Program” website for access to the reporting site, annual report, teleconference agenda and minutes, and sources of helpful information**

U.S. Department of Energy’s RCRA 6002/Executive Order 13423 home page

http://www.hss.doe.gov/pp/epp/

**Environmentally Preferable Purchasing Executive Orders, Regulations, Guidelines**

Office of the Federal Environmental Executive

www.ofee.gov

**Buying Green**

FedCenter

http://www.fedcenter.gov/programs/buygreen/

**What Is Green Purchasing, Anyway?**

Office of Personnel Management

www.golearn.gov (Free Catalog Section, then Legislatively Mandated...Topics)

**GENERAL PRODUCT INFORMATION**

**Environmentally Preferable Products**

U.S. Environmental Protection Agency

<http://yosemite1.epa.gov/oppt/eppstand2.nsf>

**Environmentally Preferable Products**

U.S. Department of Energy

http://www.hss.doe.gov/pp/epp/

**Alternative Fuels and Vehicles**

U.S. Department of Energy

http://www.eere.energy.gov/vehiclesandfuels/epact/federal/

**Biobased Products**

U.S. Department of Agriculture

<http://www.biopreferred.gov/?SMSESSION=NO>

**Construction**

Whole Building Design Guide -- Technical Guidance for Implementing the

Guiding Principles for Federal Leadership in High Performance and

Sustainable Buildings Memorandum of Understanding

<http://www.wbdg.org/sustainablemou>

The Federal Green Construction Guide for Specifiers with more than

60 model green construction spec sections

<http://fedgreenspecs.wbdg.org>

**Energy/Water Efficient Products**

Federal Energy Management Program

<http://www.eere.energy.gov/femp/procurement/>

**Recycled Products and Suppliers**

U.S. Environmental Protection Agency Comprehensive Procurement Guidelines

http://www.epa.gov/epaoswer/non-hw/procure/index.htm

**Materials Exchange Products**

(especially chemicals, equipment, and hazardous materials) at other DOE facilities

Log on with user name (erhquser) and password (erhqdoe)

DOE Complex Wide Materials Exchange

<http://wastenot.er.doe.gov/me/login.aspx>

**Substitutes for Ozone-Depleting Products**

U.S. Environmental Protection Agency

http://www.epa.gov/ozone/snap/lists/index.html

**SPECIFIC PRODUCT CATEGORIES**

**Carpet**

**Contract Language and Standards/Guidelines**

U.S. Environmental Protection Agency

Select “carpet” at <http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open>

California Carpet Standard

http://www.documents.dgs.ca.gov/green/epp/standards.pdf

**Recycled Content Specifications and Suppliers**

U.S. Environmental Protection Agency

http://www.epa.gov/epaoswer/non-hw/procure/products/carpet.htm

**Suppliers Meeting California Carpet Standard**

http://www.green.ca.gov/EPP/carpets.htm

**Cement/Concrete**

**Recycled Content Specifications and Suppliers**

U.S. Environmental Protection Agency

http://www.epa.gov/epaoswer/non-hw/procure/products/cement.htm

**Cleaning Products**

**Contract Language and Standards/Guidelines**

U.S. Environmental Protection Agency

Select “cleaning supplies” at http://yosemite.epa.gov/oppt/eppstand2.nsf/Pages/Search.html?Open

**Suppliers**

EcoLogo CCD 104 Hand Cleaners – Industrial

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=329

EcoLogo CCD 110 Cleaning and Degreasing Compounds

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=335

EcoLogo CCD 115 Odor Control Additives

<http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=340>

EcoLogo CCD-146 Hard Surface Cleaners

<http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=371>

EcoLogo CCD-147 Floor Care Products

<http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=372>

EcoLogo CCD 148 Carpet and Upholstery Cleaners

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=373

EcoLogo CCD 166 Disinfectants and Disinfectant Cleaners

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=391

Green Seal GS-37 Industrial and Institutional Cleaners

<http://www.greenseal.org/findaproduct/index.cfm#cleaners>

**Construction Materials and Products**

**Contract Language**

U.S. Department of Energy

http://www.hss.doe.gov/pp/epp/epspecs.html , see “Construction Services”

**Paint**

**Recycled Content Specifications and Suppliers**

U.S. Environmental Protection Agency

http://www.epa.gov/epaoswer/non-hw/procure/products/paint.htm

**Suppliers**

EcoLogo CCD-47 Surface Coatings (Paints, Stains, and Varnishes)

<http://www.ecologo.org/en/seeourcriteria/details.asp?ccd_id=272>

EcoLogo CCD-48 Surface Coatings (Recycled)

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=273

Green Seal GS-43 Recycled Content Latex Paint

http://www.greenseal.org/newsroom/GS-43\_Recycled\_Content\_Latex\_Paint.pdf

**Toner Cartridges**

**Recycled Content Specifications and Suppliers**

EcoLogo CCD-039 Printing Cartridges Remanufactured

http://www.ecologo.org/en/seeourcriteria/details.asp?ccd\_id=264

U.S. Environmental Protection Agency

http://www.epa.gov/epaoswer/non-hw/procure/products/toner.htm

**DOWNLOAD AND RUN BEES 4.0 SOFTWARE**

BEES (Building for Environmental and Economic Sustainability) software helps designers, builders, and product manufacturers identify the environmental and economic performance of

construction materials. Developed by NIST (National Institute of Standards and Technology) Green Buildings Program with support from the U.S. Environmental Protection Agency Environmentally Preferable Purchasing Program and the HUD Partnership for Advancing Technology in Housing (PATH) the tool is based on consensus standards and designed to be practical, flexible, and transparent.

**Register for software at** [**http://www.bfrl.nist.gov/oae/software/bees/registration.html**](http://www.bfrl.nist.gov/oae/software/bees/registration.html) **(no cost involved):**

* Fill out registration form
* Click submit

**To install BEES 4.0:**

* Download bees30dzip.exe, a 14.6 MB self-extracting file. (If prompted during the download, choose to save the file).
* From Windows Explorer, double click on bees30dzip.exe to start the self- extraction process.
* When prompted, choose a folder to unzip the file to and click Unzip.
* Using Windows Explorer, go to the folder you specified in Step 3, double click on Setup.exe and follow the directions on the screen. You will need to choose a folder in which to install BEES 3.0d. This folder must be different from the one you specified in Step 3.

**To run BEES 4.0:**

* Select Start->Programs->BEES->BEES 4.0

**OR**

* Go to “My Computer” or wherever you can see all folders and files on your computer. Do not try to open the BEES exe file from a software application, such as Word.
* Go to where you stored the BEES files (probably in a folder labeled “BEES”)
* Open the BEES30d.exe file
* Go to “Analysis” at top of window
* Go to “Define Parameters”