

PROCESS DEVELOPMENT & CONTROL, INC.

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**INSTALLATION, OPERATION AND MAINTENANCE FOR 1-1/2" THRU 4"
THREAD END VALVES WITH DIRECT MOUNT STYLE ACTUATORS**

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STORAGE AND HANDLING OF VALVE ASSEMBLIES

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ENGINEERING INSTRUCTION BULLETIN

EIB.: 12.1 ORIGINAL DATE: 3/12/2003 PAGE: 1 of 1 REVISION: Released DATE:3/12/03

TITLE: STORAGE AND HANDLING OF VALVE ASSEMBLIES

1. INSPECTION PROCEDURE

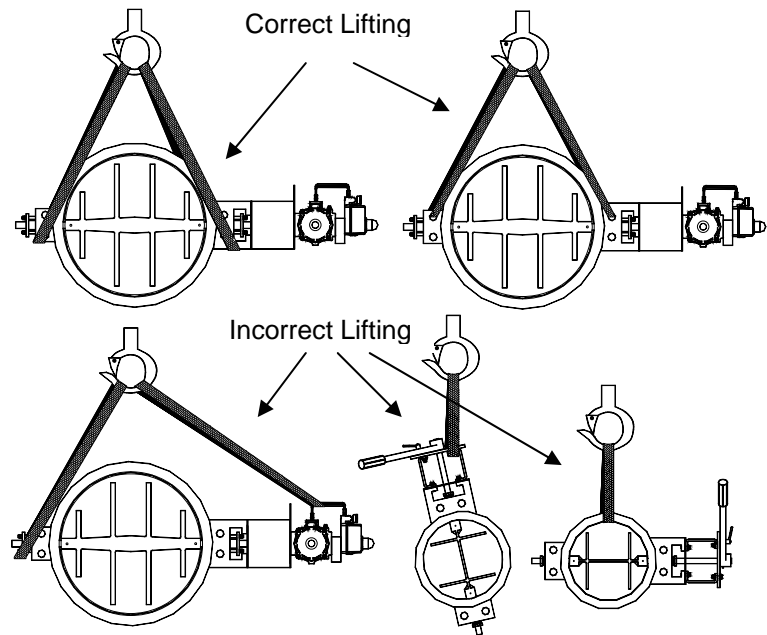
1.1 Valve assemblies should be inspected upon receiving and prior to installation. Carefully remove the valve assembly from its shipping crate or box. Valve and accessories should be inspected for damage. The valve sealing surfaces should be inspected for scratches.

2. HANDLING PROCEDURE

2.1 Never lift or move the valve assembly using the disc, valve seat (bore), shafts or packing follower / nut as a pressure point.

2.2 Never lift or move the valve assembly by using the actuator, positioner, tubing or other attached accessories.

2.3 It is recommended that lifting straps (instead of chains or hooks) be used around the valve stem neck and thru the flange bolt holes for pressure points.



3. STORAGE PROCEDURE

3.1 Valve assemblies should be kept in a clean, heated, weather tight (dry), well-ventilated, fire-resistant storage facility with flooring that seals against dust and dirt and will not be subject to flooding. If outdoor storage is unavoidable, support the valve assembly off of the ground and protect with a watertight cover on all sides.

3.2 Valve assemblies should be stored off of the floor on suitable skids, pallets or racks and protected from dirt, debris and exposure to direct sunlight, particularly to elastomer sealing surfaces.

3.3 Valve assemblies should be protected from rodents, insects or other creatures which can cause damage.

3.4 The proper use of racks, pallets, and handling equipment shall be used. The assemblies should be arranged so as to prevent damage to protruding accessories during storage.

3.5 Valve assemblies with electrical components, pneumatic tubing, positioners, actuators, and other accessories should be protected from impact.

3.6 Rubber seated valves should be stored with the disc slightly opened, (about 5°), if practical.

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ENGINEERING INSTRUCTION BULLETIN

EIB.: 1.9 ORIGINAL DATE: 12/21/98 PAGE 1 OF 1 REVISION RELEASED Date: 12/21/98

TITLE: THREAD END VALVE WITH DIRECT MOUNT INSTALLATION INSTRUCTIONS

WARNING! VALVE MUST BE INSTALLED WITH SHAFT IN HORIZONTAL POSITION.

INSTALLATION

1. Remove valve assembly from box or crate with caution. Check assembly for possible damage during shipping.
2. **ACTUATED THREAD END VALVES MUST BE INSTALLED SO THAT THE ACTUATOR AND THE VALVE STEM BOTH TRAVEL IN THE SAME DIRECTION.** Angle seated valves will be damaged unless this has been checked. All thread ends valves may be installed with flow in either direction.
3. The actuator may be removed from the assembly. The assembly has been factory set and the actuator must be replaced in the exact orientation of the valve. If the orientation is changed the actuator may need to have its' stops recalibrated.
4. **WARNING!** NO PRESSURE SHOULD BE PLACED ON THE BRACKET, LINKAGE OR VALVE SHAFTS. WHEN INSTALLING TO THE PIPE LINE, ONLY THE VALVE BODY CAN BE USED TO GRIP THE ASSEMBLY FOR INSTALLATION.
5. Check alignment of threaded pipe before installation. Carefully match threads of valve to pipe to avoid any mis-alignment. Do not over tighten. As previously stated, the valve shaft should be in the horizontal position.
6. If the actuator was removed, replace the actuator carefully and reconnect it to the linkage. Consult the drawing (previous page) for necessary orientation. Proper placement of the linkage is critical for correct functioning of the assembly.
7. Make all necessary connections to the actuator and accessories in accordance with manufacturers' recommendations and codes.

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ENGINEERING INSTRUCTION BULLETIN

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TITLE: STORAGE AND HANDLING OF VALVE ASSEMBLIES

1. OPERATION

- 1.1. Verify that valve assembly linkage is correctly connected (consult drawing).
- 1.2. consult the actuator manufacture's manual for instructions on operating the actuator.

2. MAINTENANCE

- 2.1. No maintenance is required because of the simplicity of construction.
- 2.2. PDC does not recommend any spare parts for this unit.