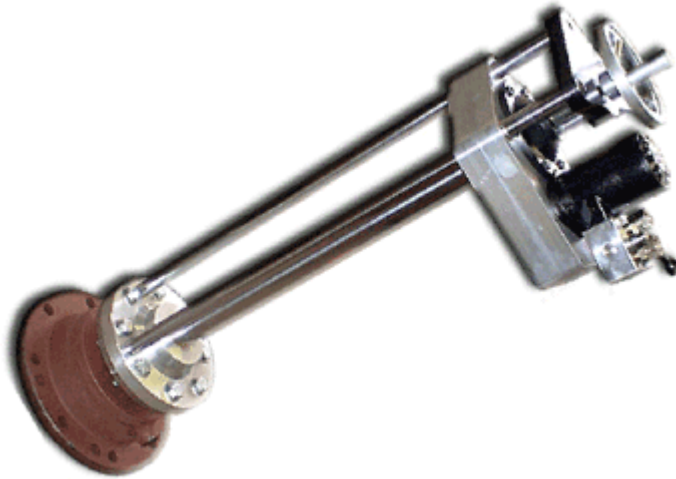


262-0312 Hot Tapping Machine



For performing 3" – 12" Hot taps 285 psi or less.
Municipal Water, Sewage, & Building Services Use

OPERATIONS MANUAL and **OPERATING INSTRUCTIONS**

WARNING: Before using this product, read owners manual,
and follow all Safety Rules and Operating Instructions.

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PLEASE NOTE:

Hot Tapping Machines perform connections under pressure without shut down of the pipeline system. This product can be used by most operators but similar to being trained in the art of welding all the training data can be available, but aptitude, art form, safety, and experience is as important as the training instructions. It is the end users responsibility to determine whether you can incorporate the aptitude, art form, safety and determine whether you or your staff can perform the installation work described below.

1.0 SAFE OPERATING PRACTICES

DANGER – Your Hot Tapping Machinery was built to be operated according to rules for safe operation. As with any type of mechanical equipment, carelessness or error on the part of the operator can result in serious injury, death or damage to property. It is your responsibility as the customer to establish your own safe operating procedures that incorporate the following rules and post in a conspicuous place within your facility.

The 262-0312 Hot Tapping Machine is a precision piece of field equipment that performs “pressurized” hot tapping operations on pipelines within the limitations set forth in this manual.

Many hazards exist but some most noticeable hazards are the following:

- A) The boring bar and drill motor is a rotational member and can catch loose clothing. Keep all loose clothing away from machinery.
- B) Pieces of the machinery are heavy, use a crane or lifting devise to set each portion of the valve, don't rely on your back to lift.
- C) Pressure test all connection assemblies prior to tapping.
- D) Do not use the machinery beyond recommended ratings and out side of intended use.

To follow are some instructions that must be incorporated into your safety and operating procedure.

- A. Never allow an untrained operator to use any of the various tools!
- B. If the machine is not working properly, STOP, and advise your supervisor IMMEDIATELY.
- C. Never alter the machinery from original design.
- D. Never use machine beyond specified safe working pressure and temperature.
- E. Always use proper fittings, valves, and equipment intended for this machine.
- F. Never use this machine unless the 262-0312 and tapping assemblies have been fully pressure tested before each hot tap is performed.
- G. Always use proper safety clothing and accessories for the environment in which you are to work.
- H. Always use this machine in accordance with OSHA's regulations.
- I. Safety goggles, gloves, and hearing protection are required at all times.
- J. Always turn off power to Hot Tapping Machine when changing hole-saws, adaptors, and servicing equipment.
- K. Stand in an area which provides sure footing and don't let spectators stand too close.
 - I. Work from a scaffold or flat safe surface, preferably not from a ladder. Read and understand the entire operators manual prior to attempting your first tap. Each operator should practice on a dry line until competent in safety and performance. Once you start a live tap you will be committed to finishing it, and your line may not be easily shut down to repair the damage if an error is made.
 - II. Inspect all pieces of equipment before each use. DO NOT assume that everything is still in operational condition after each tap is performed.
 - III. Determine the type of pipeline material you are tapping into, confirm what pressure and/or product prior to proceeding. Be sure you are trained in each

special aspect prior to proceeding. If you need special assistance answering safety questions, contact your supervisor or call Petersen at the phone number listed on the back of this manual.

WARNING – Work on pressurized piping systems is potentially hazardous. Proper safety training on this equipment is necessary. Do not operate any tapping equipment unless you have been fully trained. Contact Petersen for a list of certified trainers.

2.0 PETERSEN WARRANTY

Petersen products sold to our customers are guaranteed to be of the quality as described by Petersen. Any product may be returned within 30 days from customers receipt and Petersen will provide full compensation to the customer less shipping, packaging, possible restocking if required, less usage and any damage.

Standard warranty for Petersen machinery is provided below.

Petersen warrants its products to be free of defects in workmanship and material under normal use and service, when used for the purposes, and under the conditions for which they are intended. Obligation under this Warranty is limited, at Company's option; to adjustment, repair or replacement of the defective product. Purchaser must immediately notify Petersen in writing of the claimed defect. Company shall have the right to inspect said product and Purchaser shall, if requested, return the defective product to Petersen, with transportation prepaid. Purchaser shall assume all responsibility and expense for removal, reinstallation, and freight charges in connection with the fore-going remedy.

NOTE: Petersen shall not be liable for indirect, special, incidental or consequential damages or penalties and does not assume any liability of purchaser to others, or to others, for injury to persons or property.

THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS, AND IMPLIED.

3.0 MACHINE SPECIFICATIONS

This Operations Manual is specifically for making new connections to commercial building service pipelines and municipal pipelines for water and wastewater within the capabilities set forth.

CAPABILITIES

Operating pressure machinery maximum (300 psi @ 100° F.)

Operating pressure machinery maximum (250 psi @ 200° F.)

IV. TAPPABLE TYPES OF PIPE

- Ductile Iron (all classes)
- Cast Iron (all classes)
- Steel (standard O.D.'s, most wall thicknesses, with or without linings)
- PVC (SDR O.D., C-900, C-905) Special PVC cutters may be required on some applications.
- A/C - Transite (class 100, 150, 200)
- Copper (All classes)
- Stainless Steel
- Copper (All classes)
- Other types of pipelines (Please contact our office with questions)

4.0 MACHINE DESCRIPTION

262-0312 Hot Tapping Machine

The 262-0312 Hot Tapping Machine is designed for hot tapping while the existing pipeline is pressurized. Various cutter housings and cutter sizes can be exchanged onto the Hot Tapping Machine to perform a wide array of pipeline services including hot tapping and line stopping.

The 262-0312 can be used in conjunction with;

- Petersen line stopping equipment (4" – 8")
- Hot tapping connections (3" – 12")

5.0 USE OF THE 262-0312 HOT TAPPING MACHINE

IMPORTANT – Prior to any attempt to perform a “live” tapping operation, the operator must be completely familiar with all aspects of the safety and the use of the 262-0312 Hot Tapping Machine. All personnel must go through a “hands on” training and safety program using this manual, under controlled conditions.

5.a HOT TAPPING MACHINE

The Petersen 262-0312 Hot Tapping Machine consists of a 3-rail body frame, a hydraulic power drive to rotate the boring bar, and a feed screw to advance and retract the cutting mechanism. The power drive on the 262-0312 operates the cutting saw and advancement of boring bar and retracting is performed manually. The boring bar uses a sealing member consisting of O-rings to keep pipeline product from escaping. Various size Petersen tapping housings bolt on to the front flange of the rail body requiring a gasket seal between the two members for convenient size changes.

Separate tapping housings are provided and are apparent to their size. The 4" - 12" housings have 3/4" test ports to allow pressure testing of the Hot Tapping Machine, valve, saddle, and gaskets prior to the tapping operation.

Tapping adapters are drilled for ANSI 150 (same as AWWA bolt pattern and also for Mechanical joint valves). If MJ valves are to be tapped, use the 1/4" thick rubber gasket provided to take up any imperfections that may be in the valve casting. Bolt up similar as you would a flange.

Confirm that the hole saw that you are using is not damaged and sharp. When installing the hole saw it is suggested that you stick the pilot drill through the opening in the cutter and slide the pilot and the cutter onto the boring bar as to help align the cutter. Tighten down the set screws of the cutter snug. Pull the pilot drill out and using an allen socket and extension to a ratchet tighten down the cutter securely. Replace pilot as explained below. Loose cutters can create a lot of damage, be sure the cutter is tight!

Petersen incorporates one pilot drill for 4", 6", and 8" hot taps and a longer pilot for 10" and 12" hot taps which incorporate using a positive retention device for retaining the cut section of pipe or "coupon" during the hot tapping process. Petersen pilot tips are suggested because our tips are specific in size to perform the work. Check pilot bit retention wires before sliding pilot into the boring bar. When retention wires are properly placed, they should swivel freely 90 degrees. Wires need to hang out further than the pilot drill when in the vertical position and swing freely past the milled area when rotated horizontally. Make sure pilot tip is sharp prior to performing each cut. Install the pilot drill by installing the bolt through the boring bar and correct pilot hole and installing the lock washer onto the bolt. There are various holes in the pilot drill and the correct setting is determined by experience.

Suggestion: Confirm that the pilot drill wires are sticking out far enough beyond the hole saw to catch "coupon". But, make sure the pilot does not stick out too far as to drill through the back of the pipe before tap is completed!

Hot Tapping Machine

Advance = counter clockwise

Retract = clockwise

Cutting direction = clockwise

Install the correct tapping adaptor, visually inspect alignment of studs to ensure centering of tapping adaptor. Install correct hole-saw using the provided bolts and the pilot drill ensuring that the correct pilot hole is chosen and installed.

NOTE: If you choose the wrong pilot hole you will drill through the back of the pipe and if too short you may not catch the cut section of pipe. Practice this on a dry line to get an understanding of how to lay out the pilot drill.

Install the assembled Hot Tapping Machine, tapping housing, hole-saw, and pilot drill. Mount onto the tapping valve.

5.b PRESSURE TESTING

Once installed, pressure check the connection saddle, tapping valve, and Hot Tapping Machine carefully. Hydrostatic testing is preferred but if you choose to air test, be careful to not use a high pressure air source, this can be dangerous. ***Note: using a high pressure air source can be very dangerous, confirm pressure and source prior to applying.***

5.c INSTALL HYDRAULIC HOSES

Upon a satisfactory test, the hydraulic hose are connected by use of quick disconnects. Place the male to female on the supply and press firmly until hose snaps into place. Repeat for the second hose. Spray boring-bar with light WD-40 or silicone spray at packing area to provide lubrication.

5.d HOT TAPPING

Remember, like driving a car, tapping requires experience, rules, and proper procedure. Making a mistake can cause injury to you and your equipment.

“There is No Rush!”, the easier you take the cutting process the longer your cutters will last and fewer cutting problems you will encounter. If you have to force something, something is wrong. The cutting operation should always be a smooth, even and easy procedure.

Open the tapping valve completely.

Slightly open the pressure test/bleed off valve (if safe), crank the Hot Tapping Machine in a counter clockwise direction to advance the cutter and pilot drill toward the pipe wall until the pilot drill contacts the outside of the pipeline and the Hot Tapping Machine will not advance any farther. STOP! Measure the distance exposed boring bar between the front flange and the gear box. Write down the distance. *“Reverse the direction “clockwise” one full turn retracting the pilot drill slightly away from the pipe wall before starting the power unit”*. Note: look at your measurement, if you are tapping a 4” pipeline for example, you should be able to drill up to 4” without penetrating the opposite side of the pipe with the pilot drill. You should never have to drill the full inside diameter of the pipe to make the cut.

Note: leaving the pilot tip against the pipe wall can cause damage.

Start the hydraulic power source and rotate the lever on the hydraulic motor 90 degrees to the fully open position. STOP! Look! Confirm that the boring bar is turning in the clockwise direction. Gently, feed the pilot toward and into the pipe by rotating the feed wheel counter clockwise. A slow and steady feed rate can be established by listening and watching the Hot Tapping Machinery as it cuts. Different types of pipe materials require different feed rates but gentle is always the best. If the Hot Tapping Machine is jumping around, you are feeding too fast.

Once you see water coming out of the bleed off valve close it.

On most hot taps there is some free distance between the pilot and the hole-saw. Slowly keep advancing but don't feed the hole-saw too fast into the initial cut, this may damage the hole saw if you feed too fast. Gently advance the cutter until you hear the cutter start to cut. Continue the cutting in uniform fashion. STOP! And measure distance cut during cutting to ensure over traveling of cutter does not occur.

Toward the end of the cut since you are separating a "coupon" or portion of the pipe, the cutter may grab a little as the coupon comes loose and may slightly bind. If this happens, stop the motor and retract the cutter slightly "clockwise" until the boring bar starts to rotate smoothly, start motor again and finish the cut. After the tap is complete, advance the cutter 2 – 4 full turns to make sure that the coupon is fully separated and fully cut and not being attached by a stringer.

Stop motor. Retract Hot Tapping Machine completely by turning clockwise, close valve, open test/bleed-off valve to ensure tapping valve is shut prior to removing Hot Tapping Machine.

6.0 SERVICE MACHINERY

The 262-0312 will provide many years of service as long as you provide proper maintenance. Remove the coupon from the hole saw by removing the locking nut off the pilot bolt and pulling out the pilot drill and coupon as one unit. Remove the pilot gently trying to keep the retention wires in tact. When the Hot Tapping Machine is removed, clean the machine and spray lightly with light silicone spray. Check all bolts and screws of the Hot Tapping Machine including rail bolts for tightness. Vibration can loosen screws during cutting operation. Replace any damaged parts NOW before your next job.