



# ITT

## Industrial Process

# Installation, Operation, and Maintenance Manual

## Handwheel Operated Valves (903, 913, 963)



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# Introduction and Safety

## Safety message levels

### Definitions

Safety message level	Indication
 <b>DANGER:</b>	A hazardous situation which, if not avoided, will result in death or serious injury
 <b>WARNING:</b>	A hazardous situation which, if not avoided, could result in death or serious injury
 <b>CAUTION:</b>	A hazardous situation which, if not avoided, could result in minor or moderate injury
 <b>Electrical Hazard:</b>	The possibility of electrical risks if instructions are not followed in a proper manner
<b>NOTICE:</b>	<ul style="list-style-type: none"> <li>A potential situation which, if not avoided, could result in an undesirable result or state</li> <li>A practice not related to personal injury</li> </ul>

## User health and safety

### General precautions

This product is designed and manufactured using good workmanship and materials, and meets all applicable industry standards. This product should be used only as recommended by an IIT engineer.



#### **WARNING:**

- Misapplication of the valve can result in injury or property damage. Select valves and valve components of the proper materials and make sure that they are consistent with your specific performance requirements. Incorrect application of this product includes but is not limited to:
  - Exceeding the pressure or temperature rating
  - Failing to maintain this product according to the recommendations
  - Using this product to handle caustic or hazardous substances that it is not designed to handle
- If the product exhibits any indication of leakage, do not operate. Isolate the product and either repair it or replace it as outlined within this manual.

**Qualifications and training**

The personnel responsible for the assembly, operation, inspection, and maintenance of the valve must be appropriately qualified. The operating company must do the following tasks:

- Define the responsibilities and competency of all personnel handling this equipment.
- Provide instruction and training.
- Ensure that the contents of the operating instructions have been fully understood by the personnel.

Instruction and training can be carried out by either ITT or the reseller of the valve by order of the operating company.

**Non-compliance risks**

Failure to comply with all safety precautions can result in the following conditions:

- Death or serious injury due to electrical, mechanical, and chemical influences
- Environmental damage due to the leakage of dangerous materials
- Product damage
- Property damage
- Loss of all claims for damages

**Operational safety precautions**

Be aware of these safety precautions when operating this product:

- Do not leave hot or cold components of the product unsecured against contact if they are a source of danger.
- Do not remove the contact guard for moving parts when the product is in operation. Never operate the product without the contact guard installed.
- Do not hang items from the product. Any accessories must be firmly or permanently attached.
- Do not use the product as a step or hand hold.
- Do not paint over the identification tag, warnings, notices, or other identification marks associated with the product.

**Maintenance safety precautions**

Be aware of these safety precautions when performing maintenance on this product:

- You must decontaminate the product if it has been exposed to harmful substances such as caustic chemicals.
- You must immediately fit or reactivate all safety and protective equipment upon completion of work.

**Use of unauthorized parts**

Reconstruction or modification of the product is only permissible after consultation with ITT. Genuine spare parts and accessories authorized by ITT serve to maintain safety. Use of non-genuine ITT parts can annul liability of the manufacturer for the consequences. ITT parts are not to be used in conjunction with products not supplied by ITT as this improper use can annul all liability for the consequences.

**Unacceptable modes of operation**

The operational reliability of this product is only guaranteed when it is used as designated. The operating limits given on the identification tag and in the data sheet may not be exceeded under any circumstances. If the identification tag is missing or worn, contact ITT for specific instructions.

# Transportation and storage

## Handling and unpacking guidelines

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**CAUTION:**

Always observe the applicable standards and regulations regarding the prevention of accidents when handling the product.

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**Handling guidelines**

Follow these guidelines when handling the product to prevent damage:

- Use care when handling the product.
- Leave protective caps and covers on the product until installation.

**Unpacking guidelines**

Follow these guidelines when unpacking the product:

1. Inspect the package for damaged or missing items upon delivery.
2. Note any damaged or missing items on the receipt and freight bill.
3. If anything is out of order, file a claim with the shipping company.

## Storage, disposal, and return requirements

**Storage**

If you are not immediately installing the product after delivery, store it as follows:

- Store the product in a dry room that maintains a constant temperature.
- Make sure that the products are not stacked on top of one another.

**Disposal**

Dispose of this product and associated components in compliance with federal, state, and local regulations.

**Return**

Ensure these requirements are met before you return a product to ITT:

- Contact ITT for specific instructions on how to return the product.
- Clean the valve of all hazardous material.
- Complete a Material Safety Data Sheet or Process Data Sheet for any process fluid that could remain on the valve.
- Obtain a Return Material Authorization from the factory.

# Product Description

## Topworks identification

### Model number

Code	Description
903	Cast iron bonnet with rising stem and travel stop
903S	Cast iron sealed bonnet with rising stem and travel stop
913	Stainless steel bonnet with rising stem and travel stop
913S	Stainless steel sealed bonnet with rising stem and travel stop
963	PAS plastic bonnet with rising handwheel and travel stop
963S	PAS plastic sealed bonnet with rising handwheel and travel stop

### Identification tag

## Bonnet description

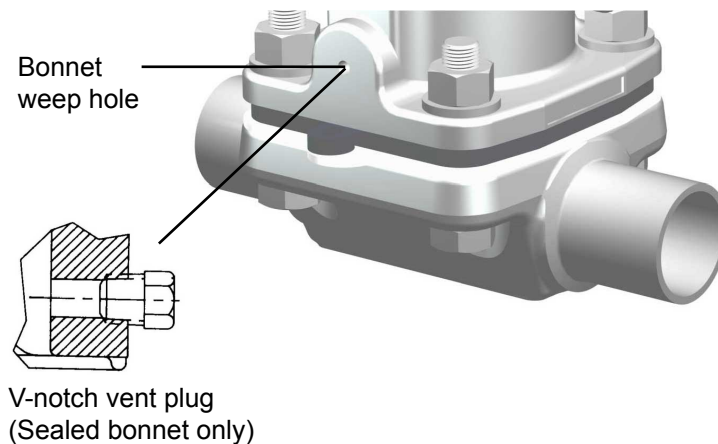
### Non-Sealed bonnet

The non-sealed bonnet has a weep hole that permits leakage of the process fluid if the diaphragm ruptures.

### Sealed bonnet

The sealed bonnet uses a special “V-notch” vent plug, which permits diaphragm inspection.

**Figure 1: Weep hole and V-notch vent plug**



## Valve diaphragm identification

### Diaphragm tab codes

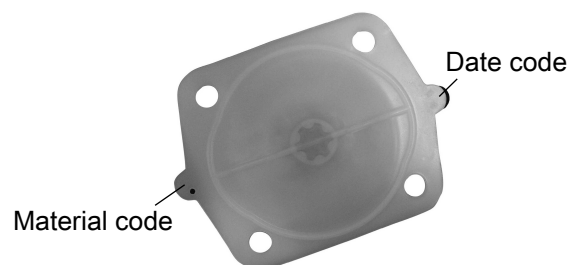
All diaphragm materials and physical properties are batch traceable via permanent codes molded into the diaphragm tabs. The molding date, grade of diaphragm, and valve size provide traceability to original batch records.



**Figure 2: Elastomer diaphragm front**



**Figure 3: Elastomer diaphragm back**



**Figure 4: PTFE diaphragm**



# Installation

## Install the valve and topworks

### NOTICE:

The topworks size and configuration can limit the actual operating pressure. Consult the engineering catalog for topworks sizing. Consult the factory or engineering catalog for vacuum operation.

1. If you have a weld end valve, then consider the following:

If you are welding ...	Then ...
Manually	Remove the topworks. Remove the diaphragm.
In line for schedule 10 or heavier pipe	Remove the topworks. Remove the diaphragm.
In line for schedule 5 or lighter pipe and tubing	You can weld with automatic equipment. Before you perform the weld: <ol style="list-style-type: none"> <li>1. Do not remove the topworks.</li> <li>2. Set the valve to the open position.</li> <li>3. Properly purge the valve with an inert gas.</li> </ol>

2. Install the valve.

Install with the raised hash marks (castings) or small machined dots (forgings) on the valve body at the 12 o'clock position to achieve the optimum drain angle.



3. Prior to pressurization (with the valve slightly open), tighten the bonnet fasteners.  
For more information, see [Tighten the bonnet fasteners](#) (page 7).
4. Cycle the valve two to three times to verify smooth operation.
5. Set the travel stop.  
For more information, see [Set the travel stop](#) (page 9).

## Tighten the bonnet fasteners



### CAUTION:

Do not tighten fasteners while the system is pressurized or at elevated temperatures (greater than 100°F (38°C)).

1. Depressurize the system.
2. Position diaphragm so that valve is slightly open.  
For valves with an actuator, you may need to use regulated air pressure to actuate the valve.
3. Tighten the bonnet fasteners in a crisscross pattern.

For more information, see [Fastener torque table for valve body to topworks](#) (page 8).

4. Make multiple crisscross passes to build up torque to the final table value. Make additional crisscross passes using final table values to evenly tighten each fastener to within 5% of torque value.
5. Retighten the bonnet fasteners as noted above at ambient conditions after the system has cycled through operating pressure and temperature.
6. Monitor the valve for leakage:

If leakage ...	Then ...
Occurs at the body/bonnet flange sealing area	Depressurize the system and retighten the bonnet fasteners as noted above.
Continues	Depressurize the system and retighten the bonnet fasteners as noted above. (maximum 3rd re-torque)
Continues	Replace the valve diaphragm.

For more information, see [Replace the valve diaphragm](#) (page 13).

## Fastener torque table for valve body to topworks

Values given are for lubricated fasteners.

**Table 1: PAS bonnet (963)**

Valve size, inches (DN)		PTFE diaphragm		Elastomer diaphragm	
Inches	DN	in-lb	N-m	in-lb	N-m
0.50	15	20	2.3	20	2.3
0.75	20	50	5.6	20	2.3
1.00	25	45	5.1	25	2.8
1.25 and 1.50	32 and 40	145	16	75	8.3
2.00	50	240	27	100	11
2.50	65	420	46	420	46
3.00	80	420	46	420	46
4.00	100	200	23	180	20

Values given are for lubricated fasteners.

**Table 2: Metal bonnet (903, 913)**

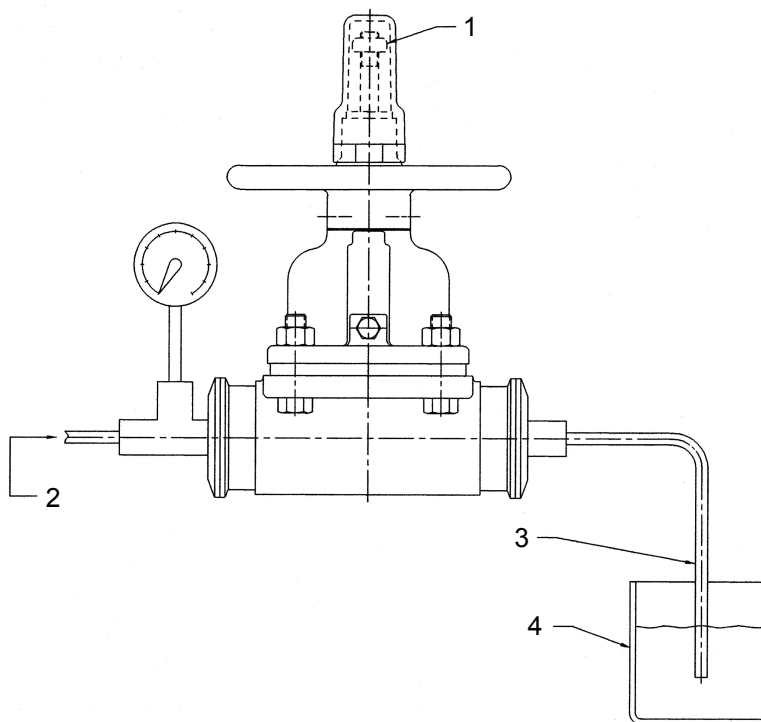
Valve size		PTFE diaphragm		Elastomer diaphragm	
Inch	DN	in-lb	N-m	in-lb	N-m
0.50	15	30	3.4	20	2.3
0.75	20	50	5.6	20	2.3
1.00	25	65	7.3	25	2.8
1.25 and 1.50	32 and 40	205	23	75	8.3
2.00	50	240	27	100	11
2.50	65	830	94	420	46
3.00	80	830	94	420	46
4.00	100	540	61	200	23

### Guidelines

- Minimum values given will provide a longer diaphragm cycle life for valves in non-autoclave and low thermal cycle conditions.
- Maximum values given may be necessary for autoclave conditions and for high thermal cycle conditions.
- Torques should be applied at near ambient conditions (less than 100°F (38°C)).

## Set the travel stop

1. Do you have a test fixture?
  - If Yes: Follow steps 2 through 6.
  - If No: Proceed to step 7.



1. Stop nut
  2. Air supply
  3. Tubing
  4. Beaker of water
2. Supply air pressure equal to the system operating pressure to one side of the valve.
  3. Cap the other side of the valve and install a venting rubber or plastic tube.
  4. Hold the tube in a container of water.
  5. Turn the handwheel closed until the leakage stops.  
Air bubbles indicate leakage.
  6. Adjust the travel stop nut tight against the spacer.
  7. Do you have a weir valve?
    - If Yes: Follow the steps below.
    - If No: You must set the travel stop with a test fixture, following the instructions above.
  8. If you have an elastomer diaphragm, then follow the steps below:
    - a) Remove pressure from the line containing the valve.
    - b) Remove the bonnet fasteners, nuts, and bonnet.
    - c) Unscrew the diaphragm from the compressor.
    - d) Replace the bonnet on the valve body without a diaphragm.
    - e) Replace two bonnet fasteners and nuts on opposite sides of the bonnet and hand tighten.
    - f) Turn the handwheel until the compressor touches the weir.  
The valve will not close further.
    - g) Screw the travel stop nut down until it seats on the spacer.
    - h) Remove the bonnet from the valve body.

- i) Screw a diaphragm into the compressor and hand tighten. Back off the diaphragm until the bolt holes in the diaphragm and bonnet flange align.
  - j) Rotate the handwheel counterclockwise just enough to permit the flange area of the diaphragm to rest flat against the flange area of the bonnet.
  - k) Replace the bonnet on the valve body.  
The bonnet should be opened one half to one turn of the handwheel.
  - l) Tighten the bonnet fasteners.  
For more information, see Tighten the bonnet fasteners in Installation.
9. If you have a PTFE diaphragm, then follow the steps below:
- a) Loosen the lock nut.
  - b) Turn the handwheel clockwise until you feel the initial resistance of the diaphragm seating. From this point, turn the handwheel another 5/8 turn.
  - c) Turn the lock nut down until it bottoms on the spacer.

# Operation

## Topworks operation

The valve is closed with a clockwise rotation of the handwheel.

Valve size		Stem travel		Number of turns
Inch	DN	Inch	mm	
0.50	15	0.25	6.4	2
0.75	20	0.38	9.5	3
1.00	25	0.50	13	4
1.25 and 1.50	32 and 40	0.81	21	4.88
2.00	50	1.12	29	6.75
2.50	65	1.61	41	8.12
3.00	80	1.61	41	8.12
4.00	100	2.12	54	10.62
6.00	150	3.12	79	10.62

# Maintenance

## Precautions


**WARNING:**

- All procedures must be performed by qualified personnel.
- When the process fluid is hazardous, thermal (hot or cold), or corrosive, take extra precautions. Employ the appropriate safety devices and be prepared to control a process media leak.
- Always wear protective clothing and equipment to safeguard the eyes, face, hands, skin, and lungs from the particular fluid in the line.

## Inspection

Inspection area	What to look for	Action if problem is found
External valve parts	Excessive wear or corrosion	<ul style="list-style-type: none"> <li>• Replace the affected parts</li> <li>• Contact ITT to obtain replacement parts or for specific instructions</li> </ul>
Non sealed bonnet	Fluid weeping from the weep hole	Replace the valve diaphragm
Sealed bonnet	Fluid weeping from the plug Loosen the v-notch vent plug 2-3 turns to check	Replace the valve diaphragm
Topworks	Spindle binding, excessive noise, or dried lubricant	Lubricate the topworks
Diaphragm and valve body	Leakage between the diaphragm and valve body	Tighten the bonnet fasteners

For more information, see:

- Replace the valve diaphragm in this manual.
- Lubrication requirements in this manual.
- Tighten the bonnet fasteners in this manual.

## Lubrication requirements


**WARNING:**

Standard lubricants are as outlined below. Special lubricants may be required for oxygen or other unique services. Contact ITT for evaluation of non-standard lubricants.

### Lubrication schedule

Remove residual grease prior to re-lubrication. Lubricate the spindle threads, thrust bearing, lower spindle face and neck where it interfaces with the compressor, and o-ring whenever the topworks is disassembled. Bonnets are not equipped with grease fittings and must be disassembled to be lubricated.

### Acceptable lubricants

Brand	Lubricant type
Chevron	FM ALC EP 2 (FDA Compliant)

## Disassemble the valve

1. Remove all line pressure.

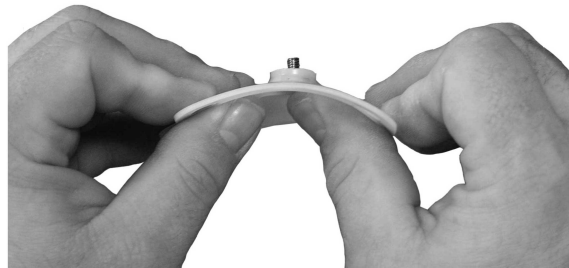
2. Turn the valve to the open position counter clockwise at least one turn.
3. Remove the bonnet fasteners.
4. Lift the topworks assembly from the valve body.

## Replace the valve diaphragm

1. Disassemble the valve.  
For more information, see Disassemble the valve in this manual.
2. Unscrew the diaphragm from the compressor by turning the diaphragm counterclockwise.  
The replacement diaphragm should be identical in size and grade to the original diaphragm.
3. If replacing a PTFE diaphragm, follow these steps.
  - a) Install the new elastomer backing cushion over the tube nut.



- b) Invert the PTFE diaphragm by pressing the center of the diaphragm face with your thumbs while holding the edge of the diaphragm with your fingers.



- c) Engage the threads of the diaphragm into the tube nut by rotating clockwise.



- d) Continue rotating the PTFE diaphragm clockwise into the compressor while securing the backing cushion from rotating.



4. Rotate the diaphragm until hard stop or heavy resistance is achieved and additional force does not significantly rotate the diaphragm into the compressor.



5. If replacing a PTFE diaphragm, re-invert the diaphragm.



6. Back off (no more than half turn) until the bolt holes in diaphragm and the bonnet flange align.





7. Rotate the handwheel counterclockwise just enough to permit the flange area of the diaphragm to rest flat against the flange area of the bonnet.
8. Replace the topworks assembly on the body and tighten the bonnet fasteners.  
For more information, see [Tighten the bonnet fasteners](#) (page 7).
9. Set the travel stop.  
For more information, see [Set the travel stop](#) (page 9).

## Change the diaphragm type

1. Remove the bonnet nuts and lift off the bonnet.
2. Remove the plastic cap and travel stop nut.
3. Loosen the handwheel setscrew(s) and remove the handwheel from the bonnet.
4. Remove the diaphragm, spindle and bushing assembly by withdrawing it through bottom of bonnet.
5. Remove the compressor.

If the compressor to spindle connection is a ...	Then ...
Spring pin	Drive out the spring pin that retains the compressor
"T" slot	Slide the compressor off the spindle

6. Change to the new compressor.

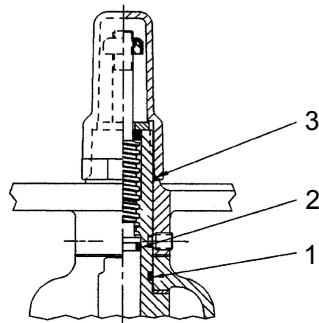
If you are changing ...	Then ...
From an elastomer to a PTFE diaphragm	Install a tube nut into the hexagonal hole in the new compressor
From a PTFE to an elastomer diaphragm	Change to the new compressor.

7. Install the new compressor.

If the compressor to spindle connection is a ...	Then ...
Spring pin	Locate the new compressor on the spindle and drive in the spring pin
"T" slot	Slide the new compressor onto the spindle

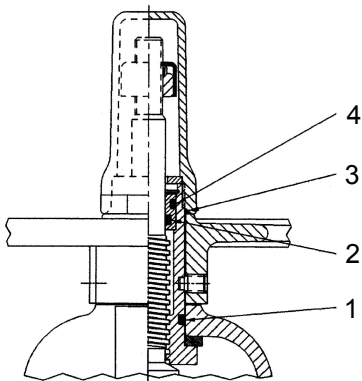
## Replace the o-rings

1. Disassemble the topworks:
  - a) Remove the bonnet nuts and lift off the bonnet.
  - b) Remove the plastic cap and travel stop nut.
  - c) Loosen the handwheel setscrews and remove the handwheel from the bonnet.
  - d) Remove the diaphragm, spindle, and bushing assembly by withdrawing it through the bottom of the bonnet.
2. Remove o-ring 1 from the groove in the bushing outside diameter.



**Figure 5: O-rings for 0.50–2.00 inch (DN 15–50) valve**

- 1. O-ring 1
- 2. O-ring 2
- 3. O-ring 3



**Figure 6: O-rings for 2.50–4.00 inch (DN 65–100) valve**

- 1. O-ring 1
- 2. O-ring 2
- 3. O-ring 3
- 4. O-ring 4

- 3. Unscrew the diaphragm and spindle assembly from the handwheel bushing.
- 4. Remove o-rings:

Valve size (in)	Valve size (DN)	Action
.5–2	15–50	Remove o-ring 2 from the groove in spindle outside diameter.
2.5–6	80–150	Remove o-rings 2 and 4 from the spindle plug.

- 5. Install the thrust bearing or washer:
  - a) Lubricate the thrust bearing or washer.  
For more information, see [Lubrication requirements](#) (page 12).
  - b) Install the thrust bearing or washer on the shoulder of the bushing.
- 6. Cover the stem threads with masking tape to protect the o-rings during installation.
- 7. Lubricate o-rings.  
For more information, see [Lubrication requirements](#) (page 12).

Valve size (in)	Valve size (DN)	Action
.5–2	15–50	Lubricate o-rings 1 and 2 and insert them into the grooves in the bushing and spindle.
2.5–6	80–150	Lubricate o-rings 2 and 4 and insert them into the grooves in the spindle plug.

Select the proper o-rings for the valve size.

Valve size, inches (DN)	O-ring 1	O-ring 2	O-ring 4
0.50 (15)	.445 x .063	#107	—
0.75 (20)	.571 x .063	#109	—
1.00 (25)	.634 x .063	#110	—
1.25 (32)	#119	#112	—
1.50 (40)	#119	#112	—
2.00 (50)	#119	#112	—
2.50 (65)	#218	#209	#212
3.00 (80)	#218	#209	#212
4.00 (100)	#220	#210	#214

8. Remove the masking tape from the stem threads.
9. Screw the diaphragm and spindle assembly into the bushing.
10. Install the diaphragm, spindle, and bushing assembly into the bonnet.  
Verify that the shim washer is installed.
11. Install the handwheel:
  - a) Tighten the setscrews, ensuring the setscrew ends engage the bushing holes.
  - b) If you do not have a plastic handwheel, then use a thread locking compound.
12. Install o-ring 3 and screw the cap onto the bushing hand tight.

Select the proper o-ring for the valve size.

Valve size, inches (DN)	O-ring 3
0.50 (15)	#118
0.75 (20)	#119
1.00 (25)	#121
1.25 (32)	#122
1.50 (40)	#122
2.00 (50)	#122
2.50 (65)	#128
3.00 (80)	#128
4.00 (100)	#130

# Parts Listing and Cross-Sectional Drawings

## 963 PAS plastic bonnet

List of parts

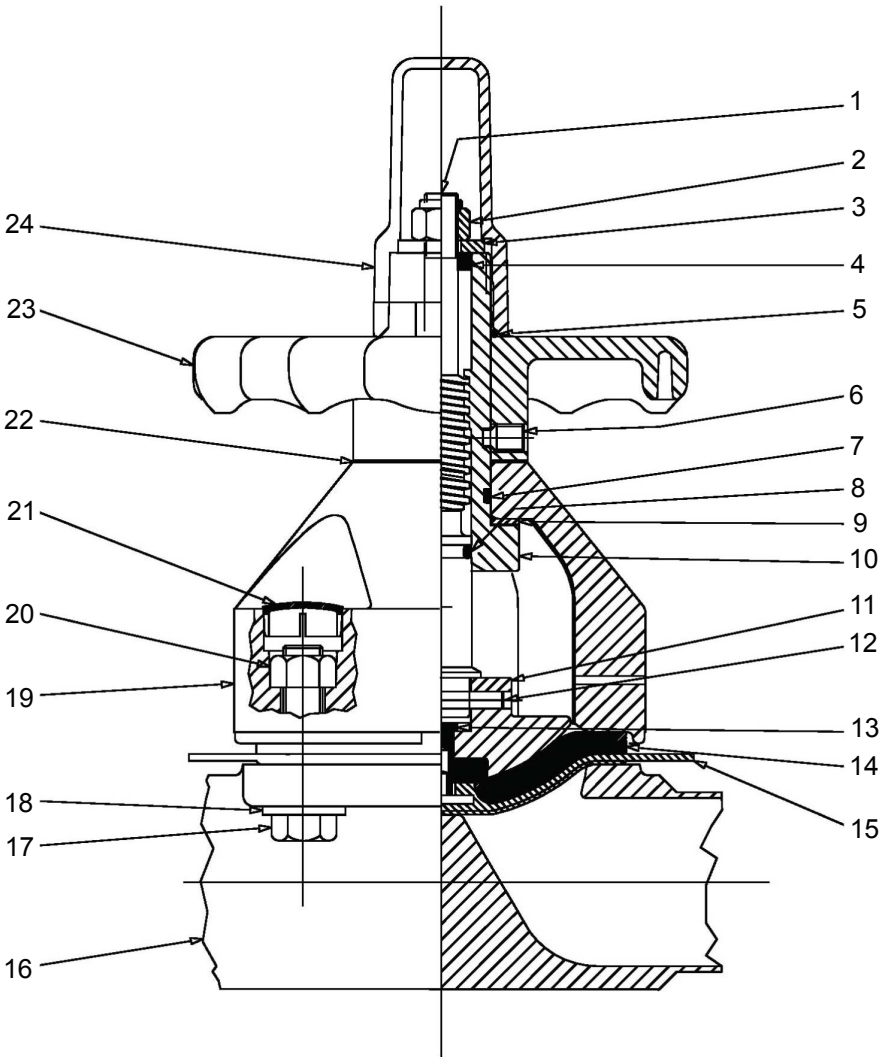


Figure 7

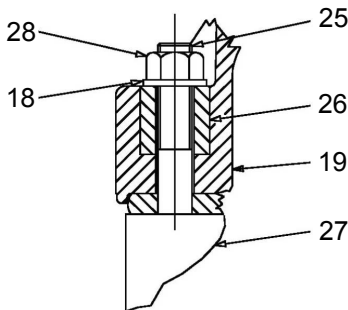


Figure 8: Bonnet and bolting detail for fabrications with studs

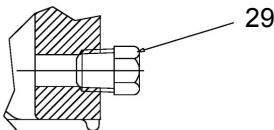


Figure 9: V-notch vent plug for sealed bonnet

Item	Description	Material	Quantity
1 <sup>1</sup>	Spindle	Stainless steel (0.5–2 in (DN15–50) Carbon steel (3–4 in (DN80–100)) <sup>2</sup>	1
2	Locknut	Stainless steel	4
3	Washer	Stainless steel	1
4	Wiper seal	Viton Polyolefin foam	1
5	O-ring	Viton	1
6	Screw	Stainless steel	1 or 2
7	O-ring	Viton	1
8	O-ring	Viton	1
9	Thrust bearing	Polyethylene	As required
10	Bushing	Brass	1
11 <sup>1</sup>	Compressor	Bronze or stainless steel	1
12 <sup>3</sup>	Spirol pin	Silicone	1
13	Tube nut	Brass	1
14	Backing cushion	EPDM	1
15	Diaphragm	PTFE	1
16	Metal body	Stainless steel	1
17	Cap screw	Stainless steel	4
18	Plain washer	Stainless steel	4
19	Bonnet	Polyarylsulfone	1
20	Hex nut	Stainless steel	4
21	Nut cover cap	Polyarylsulfone	4
22	Shim washer	Polyethylene	As required
23	Handwheel	Polyarylsulfone	1
24	Cap	Polyphenylsulfone	1
25 <sup>4</sup>	Stud	Stainless steel	4
26	Spacer	Stainless steel	4
27	Body	Stainless steel	1
28 <sup>4</sup>	Hex nut	Stainless steel	4
29	V-notch vent plug	Stainless steel	1

<sup>1</sup> Sanitary internals include a stainless steel spindle and bronze compressor.

<sup>2</sup> For 3–4 in. (DN80–100) sanitary internals are optional.

<sup>3</sup> For “T” slot connection between spindle and compressor, the spirol pin is not used.

<sup>4</sup> ASME grade fasteners are available on tank bottom valve.







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