

MUNICIPAL PIPE SERVICES HOT TAP PROCEDURE

Tap existing main under pressure through installed tapping sleeve and FL x FL or FL x MJ gate valve with minimum clear ID dimension. (Note: neck is extended neck full encirclement tapping sleeve)

- 1) Ensure proper sleeve installation, to be performed by the contractor prior to the tapping service. Valve is to be installed by contractor and pressure test performed to engineer specs before tap proceeds. Thrust blocking and weight of valve. Equipment blocking is to be handled by the contractor in charge and is to be determined by our technicians in the field.
- 2) Install proper bell and cutter to the tapping machine, and install the proper pilot in cutter and bolt machine to the valve, ensuring concentric installation. (Note: Pilot should have proper number and spaced retention wires to trap coupon in cutter for retrieval upon completion of tapping operation.) Tighten the bolts on the flanges using cross torque pattern of installation and proper bolting practices.
- 3) Determine depth measurement of cut before proceeding. *(See Below)
- 4) Check cutter clearance to valve and sleeve upon entering to make sure no interference is encountered. *(See Below)
- 5) Touch pilot to the external pipe dimension, back off one turn and slowly start machine rotation with the motor. Make sure direction of rotation is according to the teeth on the saw, normally clockwise. Also make sure air bleed valve is open on the bell to allow flow of media as the pilot enters the pipe.
- 6) Slowly advance boring bar until the pilot contacts the surface of the pipe and proceed at the feed rate which allows the pilot to cut into the pipe. As the pilot enters the pipe continue flushing air form the bell and close off as the fluid emerges to bleed the line to enable tap.
- 7) Advance the cutter until the teeth contact the pipe and proceed at the feed rate and speed needed to complete the tap. Tap is complete when coupon is severed from the pipe and the cutter advances to the point where the hole is completely open.
- 8) Reduce the cutter rotation speed and slowly remove cutter from the pipe ensuring the cutter is withdrawn completely into the bell to allow closure of gate valve.
- 9) Once removed and the gate valve is closed, dewater the bell and valve.
- 10) Support machine with the lifting device, remove bolting, remove machine, and remove coupon from the ID of the cutter.
- 11) Valve is now ready to accept piping attachment

3 Retract boring bar and cutter all the way back. Take measurement with the measuring rod or tape measure.*

4 Check to assure the cutter is appropriate size for the fitting that is being used.*

BILLY LAWS, MUNICIPAL PIPE SERVICES