# "Valve Maintenance Record" Instructions

## General Information

Ensure that all natural gas block valves (2"and greater for gas transmission district-maintained facilities) requiring maintenance per this work procedure and ball or plug valve regulators have a completed "Valve Maintenance Record" form. For gas transmission district-maintained valves smaller than 2", use the "Technical Maintenance Equipment Card."

**Note:** Fill out the "Valve Maintenance Record" **in permanent ink,** and copy it onto white, 67-pound weight card stock. Copy the front and back sides of the form onto the card stock unless a location sketch is needed. If a sketch is required, copy only the front of the form and leave the back of the card blank for the sketch.

## Explanation of "Valve Maintenance Record" Entries

1. General Information (upper portion of the "Valve Maintenance Record")
   A. Emergency or Other (Gas Transmission only). An "Emergency" valve is:
      - A gas transmission district-maintained transmission line valve that might be required during any emergency.
      - Other gas transmission district-maintained valves are considered non-emergency. Insert an "X" in the box to signify whether the valve is an "Emergency" valve or "Other" (non-emergency) valve.

   B. Division/District: List the name of the division or district that is maintaining the valve.

   C. Valve No.: This is the unique number assigned to the valve. This number is consistent with the operating map, operating diagram, or division plat sheets.

   D. SAP WM No.: This is the unique number used by the work-scheduling program to identify the maintenance required on the specified valve.

   E. Location: This refers to the physical location of the valve. If a location sketch is necessary, provide a sketch on the back of the form. For valves not located in a station or on a station operating diagram or division sketch, a location sketch is required. Station valves must always be shown on an operating diagram or a division sketch.

   F. Transmission or Distribution: Insert an "X" in the box to signify whether the valve is located on a Gas Transmission (transmission) or a distribution line. Gas transmission pipelines are any lines operating in excess of 60 pounds per square inch gauge (psig).

2. Valve Data

   Fill out the information in the "Valve Data" section. The Serial Number field is optional.

   Complete the information on the recommended valve lubricant/sealant and the frequency of lubrication and/or inspection. Although a manually–operated ball valve does not require lubrication, the valve is generally required to be operated annually. The following Table 1 summarizes the recommended seat and stem sealant for the various makes of valves.

**Table 1. Recommended Seat Sealant and Stem Packing Summary**

| Manufacturer | Type | Seat Sealant | Stem Packing |
|---|---|---|---|
| Rockwell Nordstrom | Plug | Rockwell 1033 | Rockwell 909 |
| Walworth | Plug | Rockwell 1033 | Walworth 630 (909) |
| Resun | Plug | Contact GT&D Engineering | Contact GT&D Engineering |
| Serck Audco | Plug | Rockwell 1033 | Rockwell 909 |
| Becker Ball Valve Regulator | Ball | Sealweld 911 | See Note 1 |
| Grove | Ball | Sealweld 911 | See Note 1 |
| KF | Ball | Sealweld 911 | See Note 1 |
| PBV-USA | Ball | Sealweld 911 | Sealweld 5050 |
| Delta | Ball | Sealweld 911 | Sealweld Equa-Lube 80 |
| Orbit | Ball | Sealweld 911 | Orbit GP-6 |
| Cameron | Ball | Sealweld 911 | Sealweld 911 |
| Rockwell | Ball | Rockwell 1033 | Rockwell 950 (5050) |
| TK | Ball | Sealweld 911 | See Note 1 |
| WKM | Ball | Rockwell 1033 | WKM 107 |
| Grove | G-4 Gate | Sealweld 911 | See Note 1 |
| Grove | G-3, G-9 Gate | NA | See Note 1 |
| Grove | G-5 Gate | NA | NA |

Note 1. Use 80/90 weight gear oil for a minor leak. If the leak does not stop and a large buttonhead fitting is furnished for the stem sealant injection, use Sealweld 911. If the leak still does not stop, use Rockwell 950 (Sealweld 5050) as a last option.

If the valve has an enclosed gearbox operator, document whether the gearbox:

- Has a Bettis breather installed on top of the gearbox, and
- Is filled with oil.

Subsequently, if the oil is ever drained, indicate this action on the form. It is acceptable not to refill the gearbox. See Section 3.B.2 ("Manually Operated Valves"), on page 4 of the main work procedure, for use of Selig grease.

If the valve is buried and has a high–head extension, document whether the extension has a vent installed. The vent can indicate whether or not the entire valve stem seal on a buried valve has failed.

Use the "Comment" section to provide any additional maintenance information or notes. Note if Sealweld 5050 has been used in the valve. Note if a plug adjustment has been made (plug valves only).

**Note:** If a gearbox or a high-head extension does not have a Bettis breather, prepare a work request to install a breather.

3. Service History

Use this portion of the "Valve Maintenance Record" to document the maintenance performed on the valve, as well as to document any required repairs and action taken. If a valve is found to be inoperable, notify the maintenance supervisor immediately. Retain the valve maintenance service history for a minimum of 5 years.

INSPECT: See "Inspection Procedures" in Section 4, on Page 5 of the main work procedure.

LUBE: (If required). **Note:** "If required" refers to whether the valve is used in the type of service that requires valve body lubrication.

Upon completion of maintenance on a valve, the maintenance supervisor must:

a. Critically review *each* "Valve Maintenance Record" to ensure that it is accurate and complete. Return the "Valve Maintenance Record" to the person that performed the maintenance to correct errors and omissions.

b. During the review required above, check to see if any erasures, obliterations, or other document changes have been made. **Write "Valve Maintenance Record" information in permanent ink** with no white-outs. Review the "Valve Maintenance Record" with the person that performed the maintenance to ensure compliance with these requirements. Hand print your "LAN ID" and initial and date the "REVIEWED DATE" field for each new valve maintenance entry to indicate that the information has been reviewed and is correct.

**Pacific Gas and Electric Company**

# VALVE MAINTENANCE RECORD

(make all entries in permanent ink)

☐ EMERGENCY
☐ OTHER

F4430-04-1
Rev. 5/08

DIVISION _____ DISTRICT _____ **VALVE NO.** _____

LOCATION (SKETCH ON BACK IF REQUIRED) _____ SAP WM NO. _____

LINE/STATION NAME _____ ☐ TRANSMISSION

OPER. OR WALL MAP _____ OPER. DIAG. OR PLAT _____ BLK. _____ ☐ DISTRIBUTION

## VALVE DATA

SIZE _____ MAKE/MODEL _____ TYPE _____ (Ball, Plug, Gate) PRESS RATING _____ SERIAL NO. _____ USE _____ (MLV, BTU, Zone, Station, etc.)

RECOMMENDED LUBRICANT/SEALANT _____ (Brand/Type or NA) LUBE/INSPECT FREQ. _____ (Annual, Monthly, Other) Gearbox Breather (Bettis) Installed? ☐ YES ☐ NO ☐ NA

RECOMMENDED STEM PACKING MATERIAL _____ (Brand/Type or NA) High-Head Extension Vent Installed? ☐ YES ☐ NO ☐ NA

ACTUATOR TYPE _____ COMMENTS _____

Manual Lever, Exposed Gearing (no gearbox), Enclosed Gearing*, Power Actuated

* Manual gearbox filled with oil? ☐ YES drained? ☐ YES ☐ NO ☐ NO

## SERVICE HISTORY (see notes)

| DATE | INITIAL<br>---<br>LAN ID | MAN-HR | INSPECT | LUBE<br>(If req'd) | OPERATE | REPAIRS REQUIRED<br>(If any) | ACTION TAKEN<br>(If required) | REPAIRED DATE<br>---<br>INITIAL – LAN ID | REVIEWED DATE<br>---<br>INITIAL – LAN ID |
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NOTES: 1) Use Y/N for yes/no to indicate item performed and completed. 2) "LUBE" pertains to lubrication of the ball or plug. 3) "OPERATE" means to partially operate as a minimum.

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## VALVE MAINTENANCE RECORD

☐ EMERGENCY
☐ OTHER

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### SERVICE HISTORY (see notes)

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