

**“4P” & “5P” SERIES  
SEAT REPLACEMENT  
(ONLY) INSTRUCTIONS**

MS-INS-PDMNT-1  
CP Revision I  
February, 2000

**Kit Contents:**

Seat	Material Safety Data Sheet(s)
Lubricant(s)	Instruction Sheet

**WARNING:** Before servicing any installed valve, you must

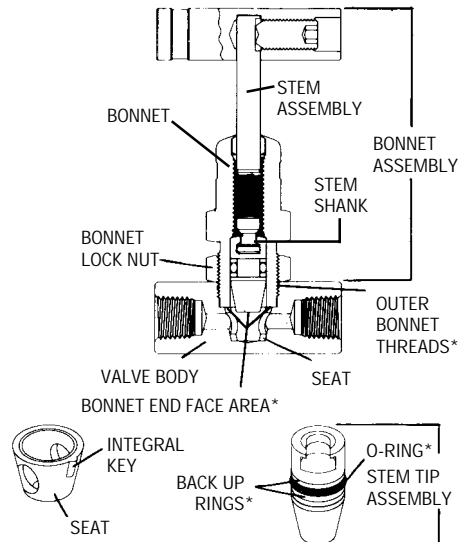
- depressurize system
- cycle valve

**WARNING:** Residual material may be left in the valve and system.  
**NOTE:** It is important to refer to the exploded view drawing while following the maintenance instructions.

For preventative valve maintenance instructions, refer to the “Seat and Stem Tip” replacement section on the other side for details on removing the stem and re-lubing the bonnet threads.

1. Loosen the bonnet lock nut and remove the bonnet assembly.
2. To release seat from the valve body (be careful not to damage the valve body), insert an Allen wrench or other suitable tool into the orifice from the top of the valve and push down on the tool like a lever. The old seat will pop up. Remove and discard seat.
3. Position the new seat in the body by aligning the key (integral to seat) with the groove in the body and press in.
4. Turn the handle down until the O-ring on the stem is exposed. Lightly lube the O-ring and backup rings on the stem tip assembly with MS-LT-1.
5. Turn the handle to fully retract the stem into the bonnet assembly.
6. Lightly lube the bottom 3 or 4 outer bonnet threads and bonnet end face with MS-LT-WL7. Refer to drawing.
7. Reassemble the bonnet assembly to the valve body. Torque bonnet to 750 in.-lbs (84.8 N•m); (550 in.-lbs (62.2 N•m) for -SG valves).
8. Tighten the bonnet lock nut to 250 in.-lbs (28.3 N•m).

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\*Apply appropriate lubricant (according to instructions)

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**“4P” & “5P” SERIES  
SEAT AND STEM TIP  
ASSEMBLY REPLACEMENT  
INSTRUCTIONS**

MS-INS-PDMNT-1  
CP Revision I  
February, 2000

**Kit Contents:**

Seat	Stem tip	Back-up rings
O-Ring	Lubricant(s)	Instruction Sheet
Material Safety Data Sheet(s)		

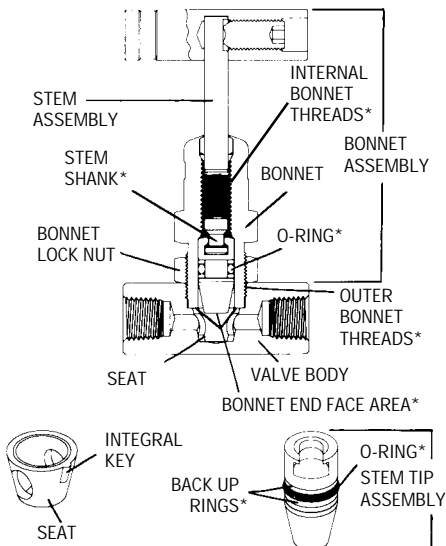
**WARNING:** Before servicing any installed valve, you must

- depressurize system
- cycle valve

**WARNING:** Residual material may be left in the valve and system.  
**NOTE:** It is important to refer to the exploded view drawing while following the maintenance instructions.

1. Loosen the bonnet lock nut and remove the bonnet assembly.
2. To release seat from the valve body (be careful not to damage the valve body), insert an Allen wrench or other suitable tool into the orifice from the top of the valve and push down on the tool like a lever. The old seat will pop up, remove and discard the seat.
3. Carefully clean the seating area of the valve body.
4. Position the new seat in the body. Align the key (integral to seat) with the groove in the valve body. Press in.
5. Turn stem all the way down (into the bonnet assembly) until stem is only rotating and no longer moving farther down into the bonnet.
6. Push down on stem until handle rests against the bonnet.
7. Loosen set screw and remove handle.
8. Remove stem from bonnet.
9. Slip stem tip assembly off stem and discard stem tip.
10. Take the new stem tip and lightly lube the O-ring and the two PTFE back-up rings with MS-LT-1. Place one of the back-up rings into the groove on the stem tip, followed by the O-ring and the remaining back-up ring.
11. Carefully clean the stem shank and the inner and outer diameter threads on the bonnet.
12. Lubricate the end of the stem shank that the stem tip assembly slides onto with MS-LT-WL7.
13. Slide new stem tip assembly back onto the stem shank.
14. Lube the internal bonnet threads with MS-LT-WL7.
15. Reinsert stem up through bottom of bonnet until top of stem extends beyond top of the bonnet.
16. Place handle on stem and insert the set screw. Be sure the set screw is lined up with the groove in the stem. Tighten set screw.
17. Carefully turn the handle to fully retract the stem up into the bonnet assembly without allowing the stem tip assembly to slide off the stem shank.
18. Lightly lube the bottom 3 or 4 outer bonnet threads and the bonnet end face with MS-LT-WL7.
19. Reassemble the bonnet assembly to the valve body. Torque the bonnet to 750 in. lbs. (84.8 N•m) (550 in. lbs. (62.2 N•m) for Sour Gas (-SG) valves).
20. Tighten the bonnet lock nut to 250 in. lbs (28.3 N•m).

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\*Apply appropriate lubricant (according to instructions)

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