SAFETY INSTRUCTIONS

Read this manual carefully to learn how to safely install and operate your pump. Throughout this manual there are a number of SAFETY HAZARDS that must be read and adhered to in order to prevent possible personal injury and/or damage to the equipment.

Three keywords, “DANGER”, “WARNING”, and “CAUTION”, are used to indicate the potential severity of the hazard, and are preceded by a SAFETY ALERT SYMBOL. Failure to follow the safety-related instructions may result in a safety hazard.

**DANGER** Indicates an imminently hazardous situation which, if not avoided, **WILL** result in serious injury or death.

**WARNING** Indicates a potentially hazardous situation which, if not avoided, **COULD** result in serious injury or death.

**CAUTION** Indicates a potentially hazardous situation which, if not avoided, **MAY** result in minor or moderate injury.

THOROUGHLY REVIEW ALL INSTRUCTIONS AND WARNINGS PRIOR TO PERFORMING ANY WORK ON THIS PUMP.

Hazard

THE PUMP SHOULD NOT BE SUBJECTED TO MORE THAN A 50 PSIG SUCTION PRESSURE.

Introduction:

Because pump installations are seldom identical, this manual cannot possibly provide detailed instructions and precautions for each specific application. Therefore, it is the responsibility and the duty of all personnel involved in the installation, operation and maintenance of the equipment to ensure that applications not addressed in this manual are performed only after establishing that neither operator safety nor pump integrity are compromised by the installation.

Vertical pump configurations have a suction flange specifically designed for mounting the pump directly onto tank or receiver. A threaded suction adapter is available for free standing applications. Horizontal pump configurations are fitted with a flanged suction and are supplied with or without a mounting base.

Pre-Installation Check:

Open all cartons and inspect for shipping damage. Report any damage to your supplier or shipping carrier immediately.

Always verify that the pump nameplate Voltage, Phase, and HP ratings as well as Amps rating on motor match your control panel and power supply. Warranty does not cover damage caused by connecting pumps and controls to an incorrect power source (i.e., voltage and phase).

Installation:

Electrical connections are to be made by a qualified electrician in accordance with the National Electrical Code (NEC) or the Canadian Electrical Code, as well as all national, state and local codes. Code questions should be directed to your local electrical inspector. Failure to follow electrical codes and OSHA safety standards may result in personal injury or equipment damage. Failure to follow manufacturer’s installation instructions may result in electrical shock, fire hazard, personal injury or death, damaged equipment, provide unsatisfactory performance, and may void the manufacturer’s warranty.

Motor must have a properly sized starter with a properly sized heater to provide overload and under voltage protection.

Do not subject pump to pressure beyond its design ratings. Unless otherwise specified, the pressure rating is 50 PSIG. Failure could result in serious injury or death.

Operating personnel should be trained in the operation of the pump and any associated system.

Handling:

Any lifting eyes supplied on pumps are intended for lifting pump only—NOT complete unit. Failure to follow these instructions may result in minor or moderate injury, as well as property damage.

Site Inspection:

The pump should be of the proper size and capacity for the proposed installation. Refer to nameplate for rated capacities. Check motor voltage against available power supply.

Compounds from a chemical feed tank should be injected into the discharge piping of the boiler feed pumps—NEVER ahead of pump into the pump suction piping. Failure to follow these instructions may result in minor or moderate injury, as well as property damage.
Unit and/or Pump Location:

![CAUTION]

If pump and motor are operating at extremely high or low temperatures, insulate and ventilate as required.

The pumps are typically furnished with motor classified as either Open Drip Proof (ODP) or Totally Enclosed, Fan Cooled (TEFC) motors. Depending upon the application, other classifications (e.g., Explosion Proof) are available. Locate pumps only in areas of the proper classification. See motor data and NEMA classifications.

The pump should be located at a low point in the piping that keeps the impeller flooded. Consult factory for suction lift applications and use of foot valves. The ambient conditions should be checked with the motor data. A high ambient temperature will cause thermal overload protection to shut off the pump. To facilitate maintenance, place unit for easy access to all parts. Allow adequate space for servicing.

Seal Flush Line (or Bleed Line):

![WARNING]

Pump seal flush line contains HOT condensate. Failure to close valve or drain line could result in serious injury (i.e., burns) or death.

Failure to connect seal flush line will cause mechanical seal and motor failures.

SHIPCO® pumps are manufactured with provisions for a seal flush line. This line helps prevent the pump from vapor binding and allows the pump to operate against a dead shut-off for periods of time without burning the seals.

The flush line’s copper tubing, that is 1/4” or 3/8” diameter depending on GPM of pump ordered, shall have a maximum length of 12” from the pump back into the receiver. When pump assemblies are purchased separately, the manufacturer will supply a bypass that must be installed from the discharge valve or drain line into the receiver and pump suction for servicing the pump. The valve should remain open at all times unless pump is removed for servicing.

Bypass Lines:

![WARNING]

Pump bypass line contains HOT condensate. Failure to close valve or drain line could result in serious injury (i.e., burns) or death.

Failure to connect bypass line will cause mechanical seal and motor failures.

If the following conditions are met—pump is used on a deaerator and runs continuously and motor horsepower is 7½ or larger and temperature of liquid in tank is 212°F or higher—then a bypass line is required. On complete units, the manufacturer will install the bypass line. When pump assemblies are purchased separately, the manufacturer will supply a bypass that must be installed from the discharge piping immediately after the pump discharge flange back into the receiver. If an automatic flow control valve is also installed in the discharge piping, the bypass line must be installed downstream after the flow control valve. Make sure an isolation valve is also installed in the discharge line for servicing. The isolation valve must remain open during operation of pump.

Suction Piping—Floor or Elevated Units:

![WARNING]

Pump suction line contains HOT condensate. Failure to close valve or drain line could result in serious injury (i.e., burns) or death.

An isolation valve should be installed in the suction piping between the receiver and pump suction for servicing the pump. The valve should be sized to allow an adequate flow of water to meet the Net Positive Suction Head (NPSH) requirement of the pump.

Suction Piping — Elevated Units Only:

If pump discharge is rated for 75 PSIG or greater, the pump may be equipped with an automatic flow control valve (see Figure 2.1) that functions as the balancing valve. When an automatic flow control valve is included, it must be installed in the discharge piping immediately after the pump’s discharge flange and the automatic flow control valve is also installed in the discharge piping, the bypass line must be installed downstream after the flow control valve. Make sure an isolation valve is also installed in the discharge line for servicing. The isolation valve must remain open during operation of pump.

The recommended suction piping size is shown below:

<table>
<thead>
<tr>
<th>Suction Pipe Diameter</th>
<th>Maximum GPM 210°F or less</th>
<th>Maximum GPM Greater than 210°F</th>
</tr>
</thead>
<tbody>
<tr>
<td>2&quot;</td>
<td>52</td>
<td>30</td>
</tr>
<tr>
<td>2½&quot;</td>
<td>75</td>
<td>43</td>
</tr>
<tr>
<td>3&quot;</td>
<td>114</td>
<td>66</td>
</tr>
<tr>
<td>4&quot;</td>
<td>200</td>
<td>116</td>
</tr>
<tr>
<td>5&quot;</td>
<td>312</td>
<td>181</td>
</tr>
<tr>
<td>6&quot;</td>
<td>450</td>
<td>261</td>
</tr>
<tr>
<td>8&quot;</td>
<td>750</td>
<td>450</td>
</tr>
<tr>
<td>10&quot;</td>
<td>–</td>
<td>750</td>
</tr>
</tbody>
</table>

If size of tapping in tank for suction pipe is larger, a reducing elbow is required.

Support the suction and discharge piping independently by using pipe hangers near the pump. Line up the vertical and horizontal piping so that the bolt holes in the pump flange match the bolt holes in the pipe flange. Do not attempt to spring the suction discharge lines into position.

The code for pressure piping (ASME Section 1) must be followed as well as any local and state codes.

If considerable condensate temperature changes are anticipated and/or unit is installed within a seismic zone, then fittings for absorbing expansion should be installed in the system in a way to avoid strain on the pump due to potential movement.

For new installation, pump suction strainers are not to be installed in the suction piping on the suction side of a centrifugal pump. Strainers can shut off or restrict flow of water resulting in failure of pump and/or mechanical seal. In addition, the Available NPSH cannot be calculated when a suction strainer is included. Instead, strainers should be installed in the return lines at the inlet tapping of the receiver and also in the make-up water lines.

For retrofit application with an existing suction strainer, be sure to remove any suction strainer when installing a SHIPCO® centrifugal pump.

Discharge Piping:

If the pump does not have a flanged discharge, install a union immediately beyond the pump discharge.

A spring-loaded check valve should be installed in the discharge piping near to the pump to prevent backflow into the unit. Next, a manual flow control valve (e.g., ball valve, globe valve, or steam cock) must be installed after the spring-loaded check valve and near to the pump discharge flange or union (see Figure 2) to “balance the pump” (i.e., adjusting discharge flow of the pump to keep it running at the design operating conditions for flow rate and discharge pressure). A gate valve should not be used as a manual flow control valve. Note that some people refer to the term “balancing the pump” as either “throttling the pump” or “choking the pump”.

If pump discharge is rated for 75 PSIG or greater, the pump may be equipped with an automatic flow control valve (see Figure 2.1) that functions as the balancing valve. When an automatic flow control valve is included, it must be installed in the discharge piping immediately after the pump’s discharge flange or union and before any other valves. The automatic flow control valve is used to set the pump at the design operating conditions to prevent motor overload and pump cavitations. Note that the sequence of piping when using an automatic flow control valve
FIGURE 1

(Figure 2.1) is different from the manual flow control valve piping (Figure 2.0). Both Figures 2.1 and 2.2 illustrate discharge piping with automatic flow control valves. Figure 2.2 shows piping for a continuous run application that requires a bypass line (see previous section on Bypass Lines).

**Notes on Piping:**

1. When installing the pump, if the discharge flange of the pump does not include a tapping for a discharge pressure gauge port, a gauge port should be installed in the discharge piping.
2. The piping should include isolation valves on both the suction and discharge sides of the pump and have a drain valve in the suction line.
3. When installing the suction and discharge connections to a threaded pump housing, a Teflon tape sealer or a high quality thread sealant is recommended.

**Electrical Wiring:**

Pumps are furnished for the most widely used voltages. Make sure the motor wiring, starters, transformers, etc., match the power supply before installing. Controls, starter coils, etc., should match the control voltages. The secondary side of transformer is the control circuit.

### Table A—Standard Recommended Lubrication Intervals for Pump Bearing Assembly

<table>
<thead>
<tr>
<th>Motor Horsepower</th>
<th>Recommended Interval</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 HP or less</td>
<td>Every 2,500 hours</td>
</tr>
<tr>
<td>20 HP or greater</td>
<td>Every 1,100 hours</td>
</tr>
</tbody>
</table>

**Lubrication Schedule:**

Table A provides recommended lubrication intervals for bearing assembly based on motor horsepower for standard operating conditions. Depending on severity of service, refer to Table C for adjustment factors.

**Type of Grease:**

The recommended lubrication for the bearing assembly is Mobil #220. Because the "wet end" of a pump is subjected to hot condensate, it typically operates under more harsh conditions than the motor end.

**Lubrication Maintenance—Motor:**

Maintenance should include:

a) Checking general state of motor and motor bearings  
b) Cleaning and lubrication

**General Inspection:**

Inspect the motor at regular intervals. Typical recommended intervals are approximately every 500 hours of operation or every 3 months, whichever occurs first. However, interval recommendations vary by manufacturer.

Keep the motor clean and the ventilation openings clear. If motor is not properly ventilated, overheating can occur and cause early motor failure.

Motor noise should be measured at regular intervals of one to four months depending on the local operating conditions. A well-tuned ear is perfectly capable of distinguishing unusual noises; even with rudimentary tools such as screwdriver, etc., without recourse to sophisticated listening aids. A uniform hum is a sign that a bearing is running perfectly.

Bearing temperature control is also part of routine maintenance. The temperature of bearings should not exceed 70°C. Constant temperature control is possible with external thermometers or by embedded thermal elements. Bearings should be lubricated to avoid metallic contact of the moving parts, and also for protection against corrosion and wear. Lubricant properties deteriorate in the course of time and mechanical operation. Also, all lubricants are subject to contamination under working conditions. Therefore, lubricants must be renewed and replaced from time to time.

**Lubrication Schedule:**

Larger horsepower motors typically have grease fittings that require routine maintenance. Proper lubrication helps extend bearing life. Smaller horsepower motors typically have sealed bearings and are not equipped with grease fittings. Since motor designs vary by manufacturer, it is difficult to define a specific motor HP where grease fittings are always present for all manufacturers. Check actual motor to determine if equipped with grease fittings.

Motors with grease fittings are pre-lubricated at the factory and do not require initial lubrication. Once installed, the motor should be checked periodically, as dictated by the local operating conditions such as size of motor, speed, working conditions, and type of grease used.

Refer to Table B for recommended lubrication intervals. It is important to realize that the recommendations below are “typical” and based on average (i.e., “standard”) operating conditions. For harsher operating levels, check Table C for the appropriate “adjustment factor” to the “typical” intervals.
both lithium-based and polyurea-based greases are commonly used for the lubrication of electric motor bearings because lithium-based grease has good mechanical stability, is insoluble in water, and has a drip point of approximately 392°F. Polyurea-based grease is also moisture resistant.

Greases of different bases, such as lithium, polyurea, sodium, calcium, etc., may not be compatible when mixed. Mixing such greases can result in reduced or loss of lubricant life and premature bearing failure. For example, lithium-based grease, such as Chevron SRI #2, should never be mixed with sodium-based or calcium-based greases. If lubrication instructions specify synthetic oil—do not substitute. Also lithium-based greases are not compatible with polyurea-based grease.

For applications in the food and drug industry (including animal food), consult the petroleum supplier for lubricants that are acceptable to the Food & Drug Administration and other governing bodies.

“Generic” Lubrication Procedure:

Do not touch electrical connections before first ensuring that the power has been disconnected to motor. Electrical shock can cause serious injury or death.

Correct lubrication is important. Grease must be applied correctly and in sufficient quantity since both insufficient and excessive greasing are harmful. Excessive greasing causes overheating brought about by the greater resistance encountered by the rotating parts and, in particular, by the compacting of the lubricant and its gradual loss of lubricating qualities over time. This can cause seepage with the grease penetrating the motor and dripping on the coils. Use of non-compatible lubrications may also damage the motor.

Relubrication should comply with instructions on the motor. If no motor-mounted instructions exist, use the following generic procedure:

a) Wipe grease fittings clean. If present, remove grease outlet plug. Some motors have relief ports that allow excess grease to automatically discharge.

b) Remove any hard grease and blockage with a mechanical probe taking care not to damage bearings.

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**“Typical” Levels of Operating Conditions:**

Lubrication intervals are a function of the motor operating conditions. The following table defines three levels of typical operating conditions—service levels. Since definitions for motor service levels vary by motor manufacturer, a user should check the Motor Operation and Maintenance Manual provided by the manufacturer for the specific maintenance information on their motor. Links to the motor maintenance manuals are provided on the SHIPCO® website (www.shipcospumps.com).

Table B also includes an “adjustment factor” (based on the severity of service) in column 4 for adjusting the recommended lubrication intervals in Table A based on the operating conditions. For example, for “severe” operating conditions, multiply the recommended hours for 3600 RPM by .5—reducing the intervals by half.

**Type of Grease:**

Use grease specified on the motor nameplate. If no grease is specified, check Table D below for a brief overview of grease recommendations for various motor manufacturers. For a more in-depth discussion, refer to specific motor manufacturer’s Motor Operation and Maintenance Manual.

**Table C—Levels of Service and Corresponding Adjustment Factor**

<table>
<thead>
<tr>
<th>Severity of Service</th>
<th>Ambient Temperature</th>
<th>Atmospheric Contamination</th>
<th>Vibration</th>
<th>Adjustment Factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>104°F</td>
<td>Clean, Little Corrosion</td>
<td>Minimal</td>
<td>1.0</td>
</tr>
<tr>
<td>Severe</td>
<td>105°F to 130°F</td>
<td>Moderate dirt, Corrosion</td>
<td>Some</td>
<td>.5</td>
</tr>
<tr>
<td>Extreme</td>
<td>130°F to 150°F or Class H Insulation</td>
<td>Severe dirt, Abrasive dust, Corrosion</td>
<td>Heavy</td>
<td>.1</td>
</tr>
</tbody>
</table>

**Table D—Brief Overview of Grease Recommendations**

<table>
<thead>
<tr>
<th>Motor Manufacturer</th>
<th>Motor Frame or Severity of Service</th>
<th>Temperature Operating Range</th>
<th>Recommended Lubrication</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. O. Smith</td>
<td>Standard</td>
<td>100°F or less</td>
<td>Check nameplate or use SRI #2 (Chevron) if no grease specified</td>
</tr>
<tr>
<td></td>
<td>Severe</td>
<td>100°F to 150°F</td>
<td>Check nameplate or use SRI #2 (Chevron) if no grease specified</td>
</tr>
<tr>
<td>Baldor</td>
<td>Standard</td>
<td>Up to 104°F</td>
<td>Polyrex EM (Exxon Mobil) or equivalent</td>
</tr>
<tr>
<td></td>
<td>Severe</td>
<td>105°F to 122°F</td>
<td>DC44 (Dow Corning) silicone-based or equivalent</td>
</tr>
<tr>
<td>General Electric</td>
<td>Easy, Standard, Severe</td>
<td>*</td>
<td>SRI #2 (Chevron) or equivalent</td>
</tr>
<tr>
<td>Lincoln</td>
<td>Standard</td>
<td>103°F or less</td>
<td>SRI #2 (Chevron) or equivalent</td>
</tr>
<tr>
<td></td>
<td>Severe</td>
<td>104°F to 130°F</td>
<td>Beacon 325 lithium-based or equivalent</td>
</tr>
<tr>
<td></td>
<td>Extreme</td>
<td>131°F to 530°F</td>
<td>DC44 (Dow Corning) silicone-based or equivalent</td>
</tr>
<tr>
<td>U.S. Motor</td>
<td>*</td>
<td>*</td>
<td>Polyrex EM (Exxon Mobil) or SRI #2 (Chevron)</td>
</tr>
<tr>
<td>WEG</td>
<td>143T – 215T</td>
<td>-4°F to 266°F</td>
<td>Alvania R3 or equivalent</td>
</tr>
<tr>
<td></td>
<td>254T – 5867</td>
<td>-22°F to 329°F</td>
<td>Unirex N2 or equivalent</td>
</tr>
</tbody>
</table>

* GE defines levels of service by type of application, instead of by temperature.
* U.S. Motors does not define levels of service; instead they define lubrication intervals and amount of grease by bearing frame sizes.
* The recommendations in Table D are based on typical information provided by the motor manufacturers. For a specific motor, check motor nameplate or consult with motor manufacturer for specific recommendations on type of grease and lubrication interval.
Startup: Putting the Pump into Service:

1. Make sure the unit is piped in accordance with system design.
2. Check power leads in accordance with wiring diagrams.
3. Check motor wiring in accordance with available voltage.
4. Avoid freezing conditions after receiver of unit has been filled.
5. Prime pump with water to prevent possible damage to pump seals.
6. On startup of a vertical-style pump, open the drain plug in the suction housing to allow air to escape and condensate to flood the suction chamber. Tighten drain plug after. A flooded suction chamber helps prevent pump from locking up.
7. On all elevated units with either a vertical-style or horizontal-style pump, the seal flush line at the pump must be temporarily disconnected to allow air to escape and remain open during initial operation to make sure all air is out of pump. Tighten bleed line once water starts flowing out.
8. If pump discharge pressure is rated for less than 75 PSIG, manually balance the pump while the pump is running and discharging water, by adjusting the flow control valve (e.g., ball valve, globe valve or steam cock) in the pump discharge line. Continue turning the flow control valve until the reading on the discharge pressure gauge at the pump approaches the rated pump discharge pressure on the nameplate. Tighten the plug nut or brake handle on the flow control valve to secure adjustment.

If pump discharge pressure is rated for 75 PSIG or greater, the pump may be fitted at the factory with an automatic flow control valve that automatically balances the pump.

Both the manual and automatic flow control valves are used to set discharge pressure at the design operating conditions (i.e., flow rate and discharge pressure) to prevent motor overload and cavitations.

Special Startup Considerations:

a. Filling “Cold” Boiler With Feed Pumps: When centrifugal pumps are being used on either a boiler feed unit or deaerator, the pumps should not be used to fill a high pressure (i.e., operating pressure of 15 PSIG or higher) with water when the boiler is cold. When boiler is started up, there is no backpressure on the pump. Without any backpressure, the pump will “run out the curve” causing pump cavitations that will severely damage the pump. However, if boiler feeds are used to fill a boiler, then the pump must be manually balanced to keep the pump at the design operating conditions and prevent pump cavitations. Manual balancing is required even if the pump is fitted with an automatic flow control valve. The automatic flow control valve is rated for a particular pressure range that allows the operating pressure in the boiler to fluctuate. However, the difference in operating pressure between boiler startup and the design operating pressure typically will exceed the pressure range of the automatic flow control valve, rendering it ineffective at startup.

b. Greasing Motors: Larger horsepower motors (5 HP and larger) typically have grease fittings that require routine maintenance. Smaller horsepower motors typically have sealed bearings. Designs vary by motor manufacturer. Any motor with a grease fitting is initially greased at the factory before the pump is shipped. See Motor Lubrication Section for general guidelines; contact the motor manufacturer if you need specific information for your specific motor. Links to the motor manufacturers are provided on the SHIPCO® website (www.shipcopumps.com).

c. Chemical Injection: Any chemicals injected into the steam system should be added after the pumps—preferably into the pump discharge piping. Otherwise, chemical residuals will contribute to the premature failure of a pump’s mechanical seal. This scenario frequently occurs on boiler feed and deaerator applications.

d. Freezing Conditions: Avoid freezing conditions after receiver of unit has been filled with condensate. Frozen water may cause the suction housing to crack.

Operation and Maintenance:

Failure to follow these directions could result in serious injury, property damage, or death.

Operators must be familiar with all sections of this manual to understand the operation of the unit.

Hot water or condensate, steam and electricity can be very dangerous and deadly.

While a properly installed unit should function unattended for long periods of time, periodic checks should be made to assure proper operation.

Problems such as overflow, noise, leaks, vibrations, etc., in a unit must be corrected immediately.

If pump is installed on a boiler feed unit, the pump must be operational and maintained to avoid jeopardizing the entire boiler and system operation.
Troubleshooting Checklist:

Pump Will Not Run:
1. Power supply has been interrupted. Disconnect switch is open or selector switch improperly positioned.
2. Improper voltage supplied to motor. Check voltage and wiring with motor characteristics.
3. Incorrect starter coil for power supply.
4. Overload relays in starter have tripped out and must be reset. Ambient temperature may be excessive.
5. Wiring to power source is incorrect or connections may be loose.
6. Control devices are in “open position”.

GPM Capacity Is Reduced:
1. Pump is running backwards. Rotation should be clockwise looking down upon motor toward the pump. Rotation of three-phase motors can be corrected by interchanging any two of the three wires. (Note: a qualified electrician should perform any electrical service.)
2. Pump flow rate is not balanced to the pump design operating conditions.
3. Total pressure at pump discharge is greater than that which the pump was designed for. Check pressure requirements such as system back pressure, and friction and static head.
4. Excessive suction lift, incorrect piping or undersized discharge and/or suction piping.
5. A valve in the pump suction line or discharge line is closed too much. Check if valve in the pump discharge piping is installed backwards.
6. The eye of the impeller is blocked with trash or debris.
7. Pump is undersized for the system.
8. A strainer is dirty, causing a reduction in flow.
9. Pump has lost its prime. Release trapped air in the pump and reprime.
10. Steam traps are blowing through, causing the condensate to return at excessive temperatures. Depending on the unit and type of pump furnished, this could greatly reduce the capacity of the pump below its stated rating. Traps should be repaired or replaced.
11. Excessive temperatures. Capacity of pump may be reduced below its rating. Use Shipco® P-type pumps for low Required NPSH conditions.

Excessive Pump Noise:
1. Pump is running backwards. Check rotation by bumping the motor. Rotation should be clockwise while looking down at the rear of the motor.
2. Pump is working against a lower pressure than it was designed for—the pump is not balanced. Install a balancing valve, plug cock, or steam cock in the discharge line following the gate valve. Refer to piping diagrams in Figures 2.0 – 2.2. (Note: Do not use a gate valve as a balancing valve. The seats in the gate valve will wear over time, causing the pump to lose its capability to balance the flow rate at the design operating conditions.) Adjust the balancing valve until the operating pressure at the pump discharge approaches the rated pump pressure.
3. Magnetic hum or bearing noise in motor. Consult the motor manufacturer’s authorized service technician.
4. Starter chatters. Trouble is caused by low line voltage, poor connections, defective start coil or burned contacts.
5. Excessive ambient temperature. Correct the system conditions.

Representative Servicing:
If trouble occurs that cannot be rectified, contact your local Shipco® representative who will need the following information in order to give you assistance:
1. Provide all information on pump and motor from Shipco® nameplate (see examples below).
2. Suction and discharge pipe pressure gauge readings.
3. Ampere draw of the motor.
4. A sketch of the pump hook-up and piping.

Nameplate
Used on Assembled Unit
Nameplate
Used on Pumps
(Not Installed When Pumps on Assembled Unit)
CAUTION: Pump should NOT be subjected to more than 50 psig suction pressure.
WARNING: All intellectual property rights (including, without limitation, all copyright and design rights) expressed in the drawings and related information belongs to Shippensburg Pump Company, Inc. The User may not, under any circumstances use or allow the use of drawings with any product or system other than Shippensburg Pump Company, Inc. products or systems. This product must be installed and used in such a manner that standard operating pressures are not exceeded. This product may not be changed, altered, installed, used, or operated in any manner other than as manufactured and specified by Shippensburg Pump Company, Inc. The installation procedures and instructions as described in the product IOM Manual must be strictly followed. Any change or alteration in this product, or any deviation from the installation instructions, will void the product warranty. In addition, Shippensburg Pump Company, Inc. will not be responsible for any damages or injuries that occur to persons or property if the product is changed, altered, installed, used, or if operating pressures are increased, in any manner not consistent with and as set forth in printed materials supplied with this product by Shippensburg Pump Company, Inc. All Shippensburg Pump Company, Inc. drawings are subject to the published Terms & Conditions of Use of Drawings as expressed on Shippensburg Pump Company, Inc.'s website, www.shipcopumps.com, and in its catalog. Copies supplied upon request to our sales office at (717) 532-7321.
CAUTION: Pump should NOT be subjected to more than 50 psig suction pressure.

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CAUTION: Pump should NOT be subjected to more than 50 psig suction pressure.

WARNING: All intellectual property rights (including, without limitation, all copyright and design rights) expressed in the drawings and related information belongs to Shippensburg Pump Company, Inc. The User may not, under any circumstances use or allow the use of drawings with any product or system other than Shippensburg Pump Company, Inc. products or systems. This product must be installed and used in such a manner that standard operating pressures are not exceeded. This product may not be changed, altered, installed, used, or operated in any manner other than as manufactured and specified by Shippensburg Pump Company, Inc. The installation procedures and instructions as described in the product IOM Manual must be strictly followed. Any change or alteration in this product, or any deviation from the installation instructions, will void the product warranty. In addition, Shippensburg Pump Company, Inc. will not be responsible for any damages or injuries that occur to persons or property if the product is changed, altered, installed, used, or if operating pressures are increased, in any manner not consistent with and as set forth in printed materials supplied with this product by Shippensburg Pump Company, Inc. All Shippensburg Pump Company, Inc. drawings are subject to the published Terms & Conditions of Use of Drawings as expressed on Shippensburg Pump Company, Inc.’s website, www.shipcopumps.com, and in its catalog. Copies supplied upon request to our sales office at (717) 532-7321.
MECHANICAL SEAL REPLACEMENT INSTRUCTIONS FOR MODEL 106-D
WITH 56Y Motor Frame

Note: Seals will be damaged if operated dry or the pump is not balanced to its design operating conditions.

Pumps have mechanical seals. If system has not been properly cleaned prior to installation of pump, foreign matter such as dirt, pipe scale, etc. may clog the impeller and damage the seal. A strainer is recommended in the return line to the pump’s receiver. Pumps cannot operate dry—the seals will be destroyed if operated without water present.

FIGURE 3
MODEL 106-D PARTS LIST

<table>
<thead>
<tr>
<th>PARTS LIST</th>
<th></th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>MOTOR SHAFT</td>
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<td>WATER SLINGER</td>
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<tr>
<td>5</td>
<td>HEAD GASKET</td>
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<tr>
<td>6</td>
<td>MECHANICAL SEAL 5/8&quot;</td>
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<tr>
<td>7</td>
<td>IMPELLER</td>
<td></td>
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<tr>
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<tr>
<td>11</td>
<td>SUCTION GASKET</td>
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<td>12</td>
<td>CAPSCREWS 3/8&quot; x 1&quot;</td>
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<tr>
<td>13</td>
<td>DRIP COVER</td>
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<tr>
<td>14</td>
<td>1/8&quot; NIPPLE</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1/8&quot; FULL COUPLING</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>1/8&quot; 90° COMPRESSION FITTING</td>
<td></td>
</tr>
</tbody>
</table>

Note: Above figure shows typical parts for a 106-D pump. Due to variations in pump designs, when ordering parts, refer to parts breakout diagram (available on website www.shipcopumps.com) for the specific pump installed.

(Steps A & U below)

WARNING

Electrical Hazard

High Voltage. Failure to follow directions could result in serious injury or death.

(Step G below)

CAUTION

Heat/Hot Surface

Surfaces are HOT. Do not touch receiver while operating.
Failure to follow directions may result in minor or moderate injury.

(Step J below)

WARNING

Heat/Hot Surface

HOT water. Severe injury or death could occur.
A. Disconnect and lock out power before connecting or servicing unit.
B. Disconnect wiring to motor.
C. If present, close both pump seal flush line (also referred to as bleed line) and pump bypass line.
D. Close discharge gate valve.
E. If suction isolation valve present (between pump and receiver), close valve. If suction isolation valve not present, close gate valve in the inlet line to the receiver.
F. Do not close any vent on the receiver. Vents must remain open.
G. Surfaces are hot when the system is in operation. Do not touch hot receiver. Let unit cool before servicing—check temperature gauge before servicing.
H. If suction isolation valve present (between pump and receiver), remove drain plug in suction housing of pump to empty any remaining liquid in pump.
I. If suction isolation valve not present, first remove drain plug of receiver to empty liquid from receiver. Next remove drain plug in suction housing of pump to empty any remaining liquid in pump.
J. If unit is floor-mounted with a suction isolation valve between the receiver and pump suction flange, place a blind flange and gasket after the valve to ensure safety. The suction isolation valve is typically installed with the handle that opens/closes the valve on the right hand side of the valve when facing the valve. For a typical installation, the handle of suction isolation valve should slant downward towards the floor when the valve is open. To close valve, place handle in upright position so that it slants upwards.
K. Loosen the pump assembly capscrews (#12) clamping the motor (#1) to the pump case (#10). Also loosen the seal flush line. Make sure the pressure is relieved before loosening the pump assembly.
L. Lift the motor (#1), the pump head (#4), mechanical seal (#6) and the impeller (#7) out of the pump case (#10).
M. Remove the rotating portion (#6a) of the mechanical seal (#6) from the end of the motor shaft (#2). Note: The non-rotating or stationary portion of the mechanical seal, the cup (#6c) and ceramic (#6b) are pressed into the pump head (#4).
N. Remove the pump head (#4). Note: The water slinger (#3) remains of the motor shaft unless it is also being replaced.
O. Remove the stationary portion of the mechanical seal (#6), the ceramic (#6b) and cup rubber (#6c) from the pump head (#4).
P. Thoroughly clean the machined recess in the pump head (#4). Install new mechanical seal. Apply a thin coating of liquid detergent to the recess and outer edge of the new cup rubber (#6c). The new ceramic seal (6b + 6c) can then be pressed firmly into place by hand. Make sure the seal bottoms evenly. Should you be unable to bottom the seal evenly, place a cardboard over the ceramic seal and force it into place with a flat tool.
Q. With the motor in vertical position (pump end with the motor shaft up), install the pump head over the shaft.
R. Clean the mating surfaces of the mechanical seal with a lint-free cloth. The carbon or rotating part should not be loose. Hold in place with a small amount of liquid detergent if necessary. Apply liquid detergent to the rubber lightly and install over the shaft with the carbon (#6a) contacting the ceramic seal (#6b).
S. Place the impeller (#7) on the shaft and tighten (clockwise rotation).
T. Reassemble by reversing procedures. Install a new head gasket (#5) between the pump head and pump case (#10).
U. Reconnect power supply, open isolation valves and seal flush line valve. Prime pump. Pump is now ready for operation.
V. Make sure all installation procedures listed in this manual are followed to ensure good pump operation.
W. Pump may be tested for operation by hand operating float switch (if condensate unit). Slight leakage may occur until seal surfaces adjust. Check rotation on three-phase units — pumps should rotate clockwise. Seal flush line shut-off (if present) MUST REMAIN OPEN unless pump is being serviced.
X. DO NOT RUN PUMP DRY! If pumps are run dry, seal damage may occur. Inspect pump seal regularly for leaks. Replace as required. Failure to follow these instructions could result in serious injury or property damage.
Y. DO NOT RUN MOTORS IN REVERSE! Reverse operation can cause extensive damage to pumps. Jog the motor to test for direction of rotation. Failure to follow these instructions could result in serious injury or property damage.

**Wearing Ring Replacement**

1. Make sure the wearing ring is pushed all the way down into the pump case or pump head so that it bottoms out.
2. Make sure the wearing ring is free of all dirt and debris.
MECHANICAL SEAL REPLACEMENT INSTRUCTIONS FOR MODEL 110-D PUMPS

Note: Seals will be damaged if operated dry or the pump is not balanced to its design operating conditions.

Pumps have mechanical seals. If system has not been properly cleaned prior to installation of pump, foreign matter such as dirt, pipe scale, etc., may clog the impeller and damage the seal. A strainer is recommended in the return line to the pump’s receiver. Pumps cannot operate dry—the seals will be destroyed if operated without water present.

FIGURE 4
MODEL 110-D PARTS LIST

Note: Above figure shows typical parts for a 110-D pump. Due to variations in pump designs, when ordering parts, refer to parts breakout diagram (available on website www.shipcopumps.com) for the specific pump installed.

<table>
<thead>
<tr>
<th>PARTS LIST</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MOTOR</td>
</tr>
<tr>
<td>2</td>
<td>MOTOR SHAFT</td>
</tr>
<tr>
<td>3</td>
<td>WATER SLINGER</td>
</tr>
<tr>
<td>4</td>
<td>PUMP HEAD</td>
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<tr>
<td>5</td>
<td>HEAD GASKET</td>
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<tr>
<td>6</td>
<td>MECHANICAL SEAL 5/8&quot;</td>
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<tr>
<td>7</td>
<td>IMPELLER</td>
</tr>
<tr>
<td>8</td>
<td>IMPELLER LOCK NUT</td>
</tr>
<tr>
<td>9</td>
<td>WEARING RING</td>
</tr>
<tr>
<td>10</td>
<td>DISCHARGE</td>
</tr>
<tr>
<td>11</td>
<td>PUMP CASE</td>
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<td>12</td>
<td>SUCTION GASKET</td>
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<td>15</td>
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<tr>
<td>16</td>
<td>1/8&quot; NIPPLE</td>
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<tr>
<td>17</td>
<td>1/8&quot; FULL COUPLING</td>
</tr>
<tr>
<td>18</td>
<td>1/8&quot; 90° COMPRESSION FITTING</td>
</tr>
</tbody>
</table>

(Steps A & W below)  
WARNING  
High Voltage. Failure to follow directions could result in serious injury or death.

(Step G below)  
CAUTION  
Surfaces are HOT. Do not touch receiver while operating. Failure to follow directions may result in minor or moderate injury.

(Step K below)  
WARNING  
HOT water. Failure to follow directions could result in serious injury (i.e., burns) or death.
**Wearing Ring Replacement**

1. Make sure the wearing ring is pushed all the way down into the pump case or pump head so that it bottoms out.

2. Make sure the wearing ring is free of all dirt and debris.
MECHANICAL SEAL REPLACEMENT INSTRUCTIONS FOR MODEL D AND MODEL V, 56J FRAME MOTORS

Note: Seals will be damaged if operated dry or the pump is not balanced to its design operating conditions.

Pumps have mechanical seals. If system has not been properly cleaned prior to installation of pump, foreign matter such as dirt, pipe scale, etc., may clog the impeller and damage the seal. A strainer is recommended in the return line to the pump’s receiver. Pumps cannot operate dry—the seals will be destroyed if operated without water present.

FIGURE 5
56J MOTOR FRAME PARTS LIST

<table>
<thead>
<tr>
<th>NO.</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>MOTOR</td>
</tr>
<tr>
<td>2</td>
<td>MOTOR SHAFT</td>
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<tr>
<td>3</td>
<td>WATER SLINGER</td>
</tr>
<tr>
<td>4</td>
<td>PUMP HEAD</td>
</tr>
<tr>
<td>5</td>
<td>HEAD GASKET</td>
</tr>
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<td>6</td>
<td>MECHANICAL SEAL 5/8&quot;</td>
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<tr>
<td>7</td>
<td>IMPELLER</td>
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<tr>
<td>8</td>
<td>IMPELLER LOCK NUT</td>
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<td>9</td>
<td>WEARING RING</td>
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<td>10</td>
<td>PUMP CASE</td>
</tr>
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<td>11</td>
<td>SUCTION HOUSING GASKET</td>
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<td>SUCTION GASKET</td>
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<tr>
<td>13</td>
<td>SUCTION HOUSING</td>
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<tr>
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<td>CAPSCREWS HEAD TO CASE</td>
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<td>16</td>
<td>CAPSCREWS MOTOR TO HEAD</td>
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<tr>
<td>20</td>
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<td>21</td>
<td>1/8&quot; FULL COUPLING</td>
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<tr>
<td>22</td>
<td>1/8&quot; D0 COMPRESSION FITTING</td>
</tr>
<tr>
<td>23</td>
<td>1/4&quot; PIPE PLUG</td>
</tr>
</tbody>
</table>

Note: Above figure shows typical parts for a vertical style 56J motor frame pump. Due to variations in pump designs, when ordering parts, refer to parts breakout diagram (available on website www.shipcopumps.com) for the specific pump installed. A similar procedure applies to replacing mechanical seal on a horizontal style 56J frame pump.

(Steps A & Y below)

WARNING
Electrical Hazard

High Voltage. Failure to follow directions could result in severe injury or death.

(Step G below)

CAUTION
Heat/Hot Surface

Surfaces are HOT. Do not touch receiver while operating.
Failure to follow directions may result in minor or moderate injury.

(Step K below)

WARNING
Heat/Hot Surface

HOT water. Failure to follow directions could result in serious injury (i.e., burns) or death.
A. Disconnect and lock out power before connecting or servicing unit.
B. Disconnect wiring to motor.
C. If present, close both pump seal flush line (also referred to as bleed line) and pump bypass line.
D. Close discharge gate valve.
E. If suction isolation valve present (between pump and receiver), close valve. If suction isolation valve not present, close gate valve in the inlet line to the receiver.
F. Do not close any vent on the receiver. Vents must remain open.
G. Surfaces are hot when the system is in operation. Do not touch hot receiver. Let unit cool before servicing—check temperature gauge before servicing.
H. If suction isolation valve present (between pump and receiver), remove drain plug in either the suction housing of pump or the suction piping to empty any remaining liquid in pump. If suction isolation valve not present, first remove drain plug of receiver to empty liquid from receiver. Next remove drain plug in either the suction housing of pump or the suction piping to empty any remaining liquid in pump.
I. Make sure unit is cool enough to safely handle pump without being burned. Open receiver drain, if floor-mounted without suction valves, to drain complete unit—tank, seal flush line, etc. If unit has suction isolation valves, make sure suction line is cool enough.
J. If unit is floor-mounted with a suction isolation valve between the receiver and pump suction flange, place a blind flange and bend slightly, if needed, so that runout does not exceed .002".
K. Loosen the cap screws (#16) fastening the motor (#1) to the pump head (#4) in the pump case (#10).
L. Remove the cap screws (#15) fastening the pump head (#4) to the pump case (#10).
M. Separate the pump head (#4) from the pump case (#10). Lift the motor (#1), pump head (#4), and the impeller (#7) out of the pump case.
N. Holding the top end of the motor shaft (#2) with a screwdriver or screwdriver socket, turn the impeller (#7) counterclockwise by inserting a flat tool between the vanes of the impeller (#7).
O. Remove the rotating portion of the mechanical seal (#6a) from the end of the motor shaft (#2).

P. Remove the cap screws (#16) fastening the pump head (#4) to the motor (#1).
Q. Remove the ceramic or stationary portion (#6b) of the mechanical seal and cup rubber (#6c) from the pump head (#4).
R. Thoroughly clean the machined recess in the pump head (#4). Install new mechanical seal. Apply a thin coating of liquid detergent to the recess and outer edge of the new cup rubber. The new ceramic seal can then be pressed firmly into place by hand. Make sure the seal bottoms evenly. Should you be unable to bottom the seal evenly, place a cardboard over the ceramic seal and force it into place with a flat tool.
S. With the motor in vertical position (pump end up—end with the motor shaft), install the pump head (#4) over the motor shaft (#2).
T. Clean the mating surfaces of the seal with a lint-free cloth. The carbon or rotating part of the mechanical seal should not be loose. If necessary, it can be held in place with a small amount of liquid detergent. Apply liquid detergent to the rubber lightly and install over the shaft with the carbon contacting the ceramic seal.
U. Place the impeller (#7) on the motor shaft and tighten by clockwise rotation.
V. Reinstall propeller shaft and washer (on three-phase units only, install locking cap screw and washer).
W. Using a dial indicator, check the propeller stem (#10) for runout wise rotation. Seal flush line shut-off (if present) MUST REMAIN OPEN unless pump is being serviced.
X. Reassemble by reversing above procedures. Install a new head gasket (#5) between pump head (#4) and pump case (#9). Install a new suction housing gasket (#14) between the pump case (#9) and the suction housing (#16).
Y. Reconnect power supply, open isolation valves, open bypass and seal flush line valves, fill receiver one-half (1/2) full of water; pump is now ready for operation.
Z. Make sure all installation procedures listed in this manual are followed to ensure good pump operation. Pump may be tested for operation by hand operating float switch (if condensate unit). Slight leakage may occur until seal surfaces adjust.
AA. Check rotation on three-phase units—pumps should rotate clockwise. Seal flush line shut-off (if present) MUST REMAIN OPEN unless pump is being serviced.
BB. DO NOT RUN PUMP DRY! If pumps are run dry, seal damage may occur. Inspect pump seal regularly for leaks. Replace as required. Failure to follow these instructions could result in serious injury or property damage.
CC. DO NOT RUN MOTORS IN REVERSE! Reverse operation can cause extensive damage to pumps. Jog the motor to test for direction of rotation. Failure to follow these instructions could result in serious injury or property damage.

Wearing Ring Replacement

1. Make sure the wearing ring is pushed all the way down into the pump case or pump head so that it bottoms out.
2. Make sure the wearing ring is free of all dirt and debris.
MECHANICAL SEAL REPLACEMENT INSTRUCTIONS FOR MODEL D AND MODEL V, JM FRAME MOTORS

Note: Seals will be damaged if operated dry or the pump is not balanced to its design operating conditions.

Pumps have mechanical seals. If system has not been properly cleaned prior to installation of pump, foreign matter such as dirt, pipe scale, etc., may clog the impeller and damage the seal. A strainer is recommended in the return line to the pump’s receiver. Pumps cannot operate dry—the seals will be destroyed if operated without water present.

FIGURE 6
JM MOTOR FRAME PARTS LIST

<table>
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<tr>
<th>PARTS LIST</th>
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<tbody>
<tr>
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<td>27</td>
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</table>

Note: Above figure shows typical parts for a vertical style JM motor frame pump. Due to variations in pump designs, when ordering parts, refer to parts breakout diagram (available on website www.shipcopumps.com) for the specific pump installed. A similar procedure applies to replacing mechanical seal on a horizontal style JM frame pump.

(Steps A & Y below)  

**WARNING**  
High Voltage. Failure to follow directions could result in severe injury or death.

(Step G below)  

**WARNING**  
Heat/Hot Surface  
Surfaces are HOT. Do not touch receiver while operating. Failure to follow directions could result in serious injury (i.e., burns) or death.

(Step K below)  

**WARNING**  
Heat/Hot Surface  
HOT water. Failure to follow directions could result in serious injury (i.e., burns) or death.
A. Disconnect and lock out power before connecting or servicing unit.

B. Disconnect wiring to motor.

C. If present, close both pump seal flush line (also referred to as bleed line) and pump bypass line.

D. Close discharge gate valve.

E. If suction isolation valve present (between pump and receiver), close valve. If suction isolation valve not present, close gate valve in the inlet line to the receiver.

F. Do not close any vent on the receiver. Vents must remain open.

G. Let unit cool before servicing—check temperature gauge before servicing.

H. If suction isolation valve present (between pump and receiver), remove drain plug in either the suction housing of pump or the suction piping to empty any remaining liquid in pump. If suction isolation valve not present, first remove drain plug of receiver to empty liquid from receiver. Next remove drain plug in either the suction housing of pump or the suction piping to empty any remaining liquid in pump.

I. Make sure unit is cool enough to safely handle pump without being burned. Open receiver drain, if floor-mounted without suction valves, to drain complete unit—tank, seal flush line, etc. If unit has suction isolation valves, make sure suction line is cool enough.

J. If unit is floor-mounted with a suction isolation valve between the receiver and pump suction flange, place a blind flange and gasket after the valve to ensure safety. The suction isolation valve is typically installed with the handle that opens/closes the valve on the right hand side of the valve when facing the valve. For a typical installation, the handle of suction isolation valve should slant downward towards the floor when the valve is open. To close valve, place handle in upright position so that it slants upwards.

K. Loosen the pump assembly cap screws (#21) fastening the motor (#1) to the pump assembly and seal flush line. Make sure the pressure is relieved before loosening cap screws.

L. Remove the cap screws (#21) fastening the pump head (#5) to the pump case (#14).

M. Separate the pump head (#5) from the pump case (#14) and lift the motor (#1), pump head (#5), and the impeller (#10) out of the pump case (#14).

N. Remove the locking cap screw (#12) and impeller washer (#11) from the motor shaft (#2).

O. Using two thin, flat Pry bars opposite each other, pry between pump head (#5) and the impeller (#10) being careful to pry only above the vanes so that the impeller shroud (or upper face) is not dented.

P. Remove the rotating portion of the mechanical seal (#7a) from the end of the motor shaft (#2).

Q. Remove the cap screws (#22) fastening the pump head (#5) to the motor (#1).

R. Remove the stationary portion of the mechanical seal from the pump head (#5).

S. Thoroughly clean the machined recess in the pump head (#5). Install new mechanical seal. Apply a thin coating of liquid detergent to the recess and outer edge of the stationary portion of the mechanical seal. The new seal can then be pressed firmly into place by hand. Make sure the seal bottoms evenly. Should you be unable to bottom the seal evenly, place a cardboard over the seal and force it into place with a flat tool.

T. With the motor in vertical position (pump end up)—end with the motor shaft), install the pump head (#5) over the motor shaft (#2).

U. Clean the mating surfaces of the seal with a lint-free cloth. The carbon or rotating part of the mechanical seal should not be loose. If necessary, it can be held in place with a small amount of liquid detergent. Apply liquid detergent to the rubber lightly and install over the shaft with the mating surfaces touching.

V. Carefully start the impeller (#10) and motor shaft key (#3) only the motor shaft (#2) and push on the shaft. If it is necessary to drive the impeller (#10), hold the motor with the shaft up and use a steel spacer between the other end of the motor shaft and a solid bench. The purpose of the spacer is to prevent shock loads and damage to the motor bearings. Drive the impeller (#10) on the motor shaft (#2) with a wood dowel or large fiber punch in the center of the impeller eye, making sure the impeller (#10) is going on straight and the key (#3) is going into place properly.

W. Reinstall the locking cap screw (#12) and the impeller washer (#11).

X. Reassemble by reversing above procedures. Install a new head gasket (#6) between pump head (#5) and pump case (#14). Install a new suction housing gasket (#15) between the pump case (#14) and the suction housing (#16).

AA. Reconnect power supply, open isolation valves and seal flush line valve. Prime pump. Pump is now ready for operation.

BB. Make sure all installation procedures listed in this manual are followed to ensure good pump operation.

CC. Pump may be tested for operation by hand operating float switch (if condensate unit). Slight leakage may occur until seal surfaces adjust. Check rotation on three-phase units — pumps should rotate clockwise. Seal flush line shut-off (if present) MUST REMAIN OPEN unless pump is being serviced.

DD. DO NOT RUN PUMP DRY! If pumps are run dry, seal damage may occur. Inspect pump seal regularly for leaks. Replace as required. Failure to follow these instructions could result in serious injury or property damage.

EE. DO NOT RUN MOTORS IN REVERSE! Reverse operation can cause extensive damage to pumps. Jog the motor to test for direction of rotation. Failure to follow these instructions could result in serious injury or property damage.

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**Impeller Replacement for Keyed on Impellers**

1. Pumps with keyed on impellers are pressed onto the shaft sleeve of the pump.

2. The impeller needs to be reamed, but not too much, so that the impeller is a tight or snug fit.

3. The impeller will now need to be placed onto the shaft.

4. Take the impeller washer and place washer into the impeller.

5. Next, take a capscrew and insert capscrew through impeller washer and impeller into the motor shaft.

6. Draw down onto the capscrew(s). Keep using capscrews of different thread lengths until impeller is tight against the pump head.

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**Wearing Ring Replacement**

1. Make sure the wearing ring is pushed all the way down into the pump case or pump head so that it bottoms out.

2. Make sure the wearing ring is free of all dirt and debris.
Notes/Comments
Notes/Comments
AGREEMENT

By entering your order or requesting a quote, you confirm that the following terms and conditions of sale are the legal agreement governing your purchase, and that no changes or additional or different terms will apply unless you have previously established a written contract for these purchases with Shippensburg Pump Company, Inc., hereafter referred to as the Seller.

ORDER ACCEPTANCE

All orders are subject to acceptance by Seller at its general office in Shippensburg, Pennsylvania. Acceptance will be evidenced by Seller issuing its Sales Acknowledgement Form. The Sales Acknowledgement Form, together with any documents incorporated therein, shall constitute the entire agreement between Seller and Buyer. Publication and circulation of current price lists, catalogues and related literature by Seller shall not be deemed an offer, but rather an invitation for offers to buy. Acceptance by Seller of the Buyer's order is expressly limited to the Terms and Conditions stated herein: any additional, inconsistent or different terms and conditions contained in the Buyer's purchase order or other documents supplied by Buyer are expressly rejected.

PAYMENT TERMS—PRICES

Payment terms are as follows: If the Buyer is a Credit Card Customer, the Buyer agrees to pay at the time of purchase the price, shipping and handling charges, taxes and duties quoted by the Seller. If the Buyer is an Account Holder, the Buyer agrees to pay invoices with payment terms of net thirty (30) days after date of invoice unless otherwise specifically agreed to in writing. If the Seller believes that the Buyer's financial condition requires it, the Seller reserves the right to require full or partial payment prior to manufacture or shipment. If the Buyer fails to make any payment when due, (1) the seller reserves the right to suspend performance and the Buyer agrees that any charges incurred prior to the suspension will be assessed to the Buyer and payable to the Seller; (2) the Buyer further agrees to pay a charge on the amount past due at the rate of 1½% per month (18% per year) or the maximum lawful rate, whichever is less. In the event of non-payment, the Buyer agrees to pay the Seller reasonable attorney’s fees and court costs, if any incurred by the Seller to collect payment and interest charges. These terms shall apply to, as partial, as well as complete shipments of Product. Published prices are subject to change without notice and the right is reserved to invoice at prevailing prices at time of shipment unless otherwise specifically agreed to in writing. All quotations are conditional on 30 days acceptance unless stipulated otherwise in writing and to approved credit rating or reference, otherwise payment terms are cash on delivery or C.O.D.

DELIVERY—DELAyS

Shipping dates represent estimates only and are based on projected production schedules and commitments by suppliers. Seller shall not be liable for failure or delay in manufacturing or shipping Products, nor shall such failure or delay constitute grounds for cancellation if such failure or delay is directly or indirectly due to acts of God, war, strikes or labor disturbances; accidents; acts of Government, foreign or domestic; or any other contingency beyond Seller’s control. In the event of such delays, Seller reserves the right to make adjustments in price and delivery schedules.

FREIGHT TERMS

Prices are f.o.b. factory unless otherwise stated. Seller’s responsibility ceases upon delivery to the transportation company at shipping point. It is the Buyer's responsibility to examine shipment upon arrival to ascertain if in good order. Any shortage or damage claims must be pursued by the Buyer. All weights shown on price sheets and literature are approximate. All packaging is standard domestic boxing, slat and wire crating and/or skidding. An additional charge will be made for full wooden crating or special packaging when specified on the order.

Seller will make every effort to consolidate orders and backorders wherever possible. Seller will not be responsible for excess charges due to their inability to consolidate shipments. When requested by Buyer, shipments may be routed using premium carriers such as express or airfreight or the Buyer may specify the method or route of shipment. In such cases the shipment will be made on a “collect” basis and where applicable the freight allowance will appear as a separate line item on the invoice. Seller reserves the right to select the transportation company where freight is allowed. TAXES

In addition to the price stated, the amount of any present or future sales, use, excise or other similar tax applicable to the production, sale, use or transportation of the Products shall be paid by Buyer. In lieu of paying such taxes to Seller, Buyer may furnish Seller a Tax Exemption Certificate or Certificates acceptable to appropriate taxing authorities at any time prior to Seller's shipment of the Products. CANCELLATIONS

Any order placed with Seller may be cancelled by the Buyer only upon payment of reasonable cancellation charges that shall include but be limited to expenses already incurred, as well as material and labor commitments made by Seller.

SHIPIMENT—TITLE—RISK OF LOSS

Shipment terms are f.o.b. Seller's facility, unless otherwise specifically agreed to in writing. Notwithstanding the granting of any allowances for shipping, title to and risk of loss for Products will pass to the Buyer when delivered to the Common carrier at the Seller's facility. BACK CHARGES

All invoices shall be due and payable when submitted for payment in accordance with the provision entitled “Payment Terms—Prices.” No withholding of funds, back charges, or credits against amounts otherwise due will be permitted unless specifically agreed to in writing by Seller. Settlement of any amounts due Buyer will be negotiated as separate items and not as offsets against amounts otherwise due Seller from Buyer for Products sold hereunder.

RETURNED GOODS

Unused material of current manufacture can only be returned for credit with the written consent of Seller, and due Seller from Buyer for Products sold hereunder. otherwise due Seller will not be permitted unless specifically agreed to in writing by Seller and Buyer. Publication and circulation of current price lists, catalogues and related literature by Seller shall not be deemed an offer, but rather an invitation for offers to buy. Acceptance by Seller of the Buyer's order is expressly limited to the Terms and Conditions stated herein: any additional, inconsistent or different terms and conditions contained in the Buyer’s purchase order or other documents supplied by Buyer are expressly rejected.

GOVERNING LAW

The validity, interpretation and performance of any order governed by the Uniform Commercial Code (“UCC”) as adopted by the state in which the Products are manufactured by Seller.

WARRANTY AND LIMITATION OF LIABILITY

Seller warrants for a period of eighteen (18) months from date of shipment from its factory or one (1) year from date of installation, whichever occurs first, that all Products furnished by it are free from defects in materials and workmanship. Seller’s liability for any breach of this Warranty shall be limited solely to replacement or repair, at the sole option of Seller, of any part or parts found to be defective during the Warranty period. Buyer must notify Seller of any breach of this Warranty within the aforementioned Warranty period; defective parts must be shipped by Buyer to Seller, transportation charges prepaid.

IT IS EXPRESSLY AGREED THAT THIS SHALL BE THE SOLE AND EXCLUSIVE REMEDY OF THE BUYER. UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR ANY COSTS, LOSSES, EXPENSES, AND DAMAGES, WHETHER DIRECT, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES ARISING DIRECTLY OR INDIRECTLY FROM THE DESIGN, MANUFACTURE, SALE, USE OR REPAIR OF THE PRODUCT WHETHER BASED UPON WARRANTY, CONTRACT, NEGLIGENCE OR STRICT LIABILITY, IN NO EVENT WILL LIABILITY EXCEED THE PURCHASE PRICE OF THE PRODUCT.

THE WARRANTY AND LIMITS OF LIABILITY CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESSED OR IMPLIED. ALL IMPLIED WARRANTIES OF MERCHANDABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY DISCLAIMED BY SELLER AND EXCLUDED FROM THIS WARRANTY.

Seller neither assumes, nor authorizes any person to assume for it, any other Warranty obligation in connection with the sale of the Product. This warranty shall not apply to any Product or parts of Products which (a) have been repaired or altered outside of Seller’s facilities; or (b) have been modified or damaged through misuse, abuse, accident, neglect or mishandling by Purchaser or Purchaser’s customer, erroneous voltage, modification, acts of God, or any other act not specifically stated; or (c) have been in a manner contrary to Seller’s instructions.

Products covered by this warranty are for the intended uses as described in the corresponding seller’s instructions. Before using for any other application, user shall determine the suitability of the product for its intended use and user assumes all risk and liability in connection therewith. No oral statement made by the seller, its agents, employees, or other representatives, concerning the product, its value, description, condition, design, specifications, performance, capability, durability, accuracy, or any other characteristics, shall be relied upon by the purchaser and is specifically and expressly excluded and inactivated as the basis for any bargain or warranty. In the case of Products not manufactured by Seller, there is no Warranty from Seller, but Seller will extend to Buyer any Warranty of Seller’s supplier of such Products.

FORCE MAJEURE

Seller shall have no liability in respect of failure to deliver or perform, or delay in delivering or performing any obligation to causes such as acts of God, public policy, war, civil disturbances; riot, acts of governments, currency restrictions, labor shortages or disputes, unavailability of materials, fuel, power, energy or transportation facilities, failures of suppliers or subcontractors to deliver on time and other circumstance outside the reasonable control of Seller.

MODIFICATIONS

Unless otherwise provided, Seller reserves the right to modify the specifications of Products ordered by the Buyer providing that the modification will not materially affect the performance.

STORAGE CHARGE

If Buyer is unable to accept products in accordance with the applicable shipping schedule then Seller may arrange to store ordered Products and the cost of storage will be charged to Buyer.

ENTIRE CONTRACT

These provisions constitute all the terms and conditions agreed upon by the parties and shall replace and supersede all prior or contemporaneous oral or written agreements or representations of any kind. No agent or representative of Seller is authorized to make any promises or representations of any kind. No modification hereof except in writing and signed by Seller and Buyer.