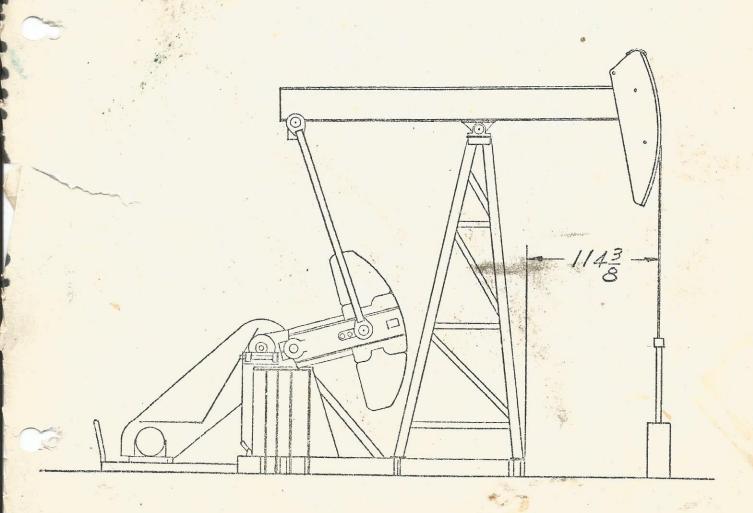
Joe C. Phillips 3103 Red Robin Loop Bryan, TX 77802

320 Pumping Unit manufactured by Permian Basin Mfg. Co. Odessa, Texas



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SECTION I

INSTALLATION & OPERATION INSTRUCTIONS

A. Installation Instructions

1. Foundation

The foundation for the Parkersburg unit will be standard 320 pumping unit type base. The base will be the portable type furnished through local suppliers.

The unit will be bolted to the base by the use of base clamps rather than bolting through the bottom flange of the beam.

2. Setting of the Base

Standard Base

Each unit should be set and located on proper centerline with the well. Since the manufacturer of the unit base cannot fabricate a unit base absolutely flat, it is essential that the foundation be as level as possible. Metal shims should be used in areas where the unit base does not have a proper bearing with the foundation. To permit good service life from a unit base, the base should be checked at least every sixty (60) days for proper level and alignment.

3. Brake Control & Engine Base
All brakes are tightened in a hold position for shipment.
Proper adjustment should be made on the brake when in operation.

Never depend on the brake to hold the crank in position when working around the cranks. The brake could slip or be carelessly released. Use other means such as blocks, cables, or chains to hold the cranks in position.

4. Counterbalance

(a.) To install the wing weights on the 320 Parkersburg unit leave the cranks at the downward position and remove the Hub Bolt.

Put the wing weights onto the Crank and after the first gear has engaged, remove the band holding the gear in place. Proceed further until the back gear starts to engage, then remove the band holding it in place. Locate the weight to the desired position then install the Safety Pin. After the Safety Pin is in place, tighten all calmp bolts securely and replace Hub Bolt. Repeat this procedure for each wing weight. Grease may also be applied to insure help in assembly.

Counterbalance (Cont'd)

(b.) An alternate method could be to place the cranks in a horizontal position. Never depend on the brake to hold the crank in position when working around the cranks. The brake could slip or be carelessly released. Use other means such as blocks, cables, or chains to hold the cranks in position. Remove the bar lock located at the ends of each crank and install weights rotating the gears to the desired position. The weights are a rack and pinion type with a clamp shoe and clamp bolts. Instruction plates for adjustment are located on each crank of each unit. A proper wrench and hexagon stock is provided with each unit to adjust the weights.

IMPORTANT

Always check lock screws on all weights before putting units into operation regardless of whether the weights are installed at the factory or in the field.

5. Wrist Pins

Clean both wrist pin and wrist pin hold before installing the assembly onto the crank. Tighten the wrist pin nut fully by using a sledge hammer on the wings of the nut. Install the cotter pin. Never loosen the wrist pin nut to align the wrist pin nut and cotter pin. Clean the taper on the O.D. of the housing and make sure all surfaces are free of dirt and paint.

Never depend on the brake to hold the crank in position when working around the cranks. The brake could slip or be carelessly released. Use other means such as blocks, cables, or chains to hold the cranks in position.

6. Walking Beam

Install the pitman yoke assembly onto the walking beam. Hammer the yoke bolts tight. Clean and install the pitman arm onto the bearing housing, insuring all surfaces are free from dirt or paint. Thoroughly clean the tapered face on the pitman arms and the pitman yokes where they attach. Each pitman head is held onto the bearing housing with three (3) "dog head" bolts. Tighten the pitman head bolts only sufficiently to hold the arms in place. Pitman arms should be laid parallel to the beam. Excessive sideways movement could result in bearing damage.

Lift the walking beam assembly to the top of the samson post and bolt the saddle bearing to the samson post leaving bolts slightly loose. Attach the lower pitman heads to the wrist pins leaving the bolts slightly loose. Before proceeding, check that the grease reliefs are in the "up" position.

Walking Beam (Cont'd)

Attach the wire line to the horsehead around the top plate. After bolting the cap in place, assemble the clamp seat onto the wireline using doors and clamp bar. Attach the horsehead and the wireline to the walking beam. Install the hinge pin through the horsehead and lay back the ears on the walking beam. Care should be taken to prevent damage to the all-thread adjusting screw located through the side plates of the horsehead. Once the head is in position, check the weight operated clamp assembly to see that it is securely engaged in its seat near the lower flange of the walking beam.

7. Prime Mover

Before installing the prime mover make sure all bolted type belt cover brackets are in place. This is only required on direct mount bases for large single cylinder engines.

For electric motors, multi-cylinder engines, and some single cylinder engines, slide rails are furnished to permit ease of installation and belt adjustment. Direct mount bases with "TEE" slots are furnished for large single cylinder engines.

When using slide rails, first install the proper engine rails and bolts. For "TEE" slot mounting, the heads of the bolts are to be inserted from the back end of the engine base.

Install prime mover and leave bolts loose. Clean the prime mover shaft and properly install the sheave. Install the V-belts, align the engine sheave with the sheave on the reducer and properly tighten V-belts with the adjustment assembly provided with each unit. Belts too tight may cause damage to both the prime mover shaft bearings and to the reducer shaft bearings. Any mismatched belt should be replaced. Belts too loose may turn over in the sheave grooves causing both slippage and reduced belt service life.

8. Reducer

Fill the reducer per the specifications on the reducer name plate or the attached lubrication chart. Do not overfill. Oil level is marked by the pipe plug at the end of the reducer. Fill to this level only.

Check, and if necessary, tighten all reducers to sub-base bolts.

9. Final Alignment

Check the unit for proper alignment with the well head. Since wind conditions usually prohibit proper alignment by the use of a plumb bob, it is suggested that alignment be checked with the well load connected to the horsehead. If the prime mover has been serviced, the cranks can be positioned on the top stroke, the mid stroke, and the bottom stroke. At each position, the proper alignment with the stuffing box should be checked by removing the stuffing box to see if the polish rod is in the center of the tubing. Centerline adjustment of $2\frac{1}{2}$ inches overall can be made at the saddle bearing. If lateral adjustment is required, and if the unit has been installed as per print, check the well head for vertical alignment.

Check the unit for proper level at the top of the samson post and the machined face of the cranks. Further checks should be made by the checking of the distance between pitman arms and the face of the cranks. Both arms should be vertical and parallel to each other.

If, after proper alignment with the well, the wireline does not track the runner plates of the horsehead, make necessary corrections with the adjustment provided within the horsehead.

When the unit is properly aligned, tighten all bolts. Jam or lock nuts should be installed and tightened.

10. Assembly Drawings

Sufficient drawings are furnished with each unit. They should be carefully followed throughout the erection of the unit.

B. Operational Instructions

- 1. Prime Mover
 Service the prime mover per instructions furnished by the manufacturer.
- 2. Stuffing Box (Well Head)
 The stuffing box should be serviced with necessary packing and adjusted according to standard oil field practice. If the stuffing box is too tight, unnecessary loads will be applied to both the reducer and the prime mover.

3. <u>Lubrication Instructions</u>
See lubrication section for details. All instructions should be left with the lease pumper and must be studied carefully.

4. Preventive Maintenance
After the first four to six days of operation, all bolts on the unit should be carefully checked and tightened. Also check for proper counterbalance and oil level in the bearings and the reducer.

After four to six weeks of operation check the following: prime mover, proper counterbalance, unit for proper level and alignment with the well, alignment and proper tension of V-belt, proper tightness of both engine and unit sheaves. Tighten ALL BOLTS, tighten wrist pins, check oil level in reducer, tighten polish rod clamps.

All bearings except the reducer and the saddle bearings are lubricated before shipment. Pump the grease into the wrist pin bearings through the fittings until the grease is forced out of the relief fitting which should be pointed upward. If the oil level in the saddle bearings is not correct, fill the saddle bearing with the correct oil until it reaches the level shown.

A Planned program should be followed to check these points every six months.

Changing Stroke Length 5. When it becomes necessary to change the stroke length near mid stroke from a long to a shorter stroke, it is recommended that the cranks be stopped slightly below horizontal. To change from a short to a long stroke the crank should be positioned slightly above horizontal. Never depend on the brake to hold the crank in position when working around the cranks. The brake could slip or be carelessly released. Use other means such as blocks, cables, or chains to hold the cranks in position. Loosen the dog bolts that hold the pitman head to the wrist pin housing. By turning each dog bolt 90°, the pitman can be removed from the wrist pin assembly. If the pitman head does not come free of the wrist pin housing it may be necessary to loosen only slightly the upper pitman head bolts. This will permit the pitman arm to swing free fo the wrist pin housing at the pitman yoke.

Remove the cotter pin from the wrist pin and loosen the wrist pin nut to a position where the pin does not protrude beyond the nut. To aid in removing the pin, a grease fitting is supplied at each wrist pin hole to permit hydraulic

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Changing Stroke Length (Cont'd)

pressure to be applied with a standard hand operated grease gun. If the pin does not come free with the pressure, it may be necessary to hammer out the pin being careful not to damage the threads of the pin. Do not hammer directly on the end of the pin.

Thoroughly cleanse the desired wrist pin hole, lubricate it with a light film of oil and install the pin assembly. Tighten the wrist pin nut with a sledge hammer and insert the cotter pin. Install the pitman heads and tighten all dog bolts. Heavily grease or put a rust preventative in the wrist pin hole previously used.

C. Operational Reminders Study and follow equipment instructions carefully.

Frequent visual inspection of both prime mover and unit will prevent costly down time. For example, rust around bolt heads, wrist pins, etc., may indicate looseness.

Avoid, when possible, excessive operating speeds. Such speeds are detrimental to both the rod string and the pumping unit.

When possible, make periodic Dynamometer studies to eliminate down hole conditions such as fluid pound, gas locks, leaking, standing, and traveling valves. Avoid overloading all equipment. Dynamometer studies are also most helpful as an aid to keep the unit in proper counterbalance.

When practical, anchor the tubing to prevent excessive loss of plunger travel with a net loss in production. Anchored tubing will also reduce both torque and horsepower requirements.

When ordering parts always give the serial number of the unit.

SECTION II

GENERAL LUBRICATION INSTRUCTIONS

A. Reducer

Fill to the bottom of the 3/4 inch pipe plug at the end of the reducer. Use about twenty-three (23) gallons and do not overfill.

For use in temperatures between -10^{0} and $+125^{0}$ fill with a good grade of S.A.E. 80 EP (Extreme Pressure) gear oil.

For longer gear life the oil should be changed after the first two thousand (2000) hours of operation. Regular oil change intervals should be one year following the first two thousand (2000) hours.

Before removing the inspection opening for any reason clean the dirt and residue away from it. Keep the drain connection tight to prevent leakage.

B. Saddle Bearings

Oil should be changed only if a leakage develops. At the end of three years the owners may wish to have a small sample analyzed for contamination and the oil changed if necessary.

C. Wrist Pin & Pitman Bearings

These should be checked regularly and filled if necessary. They will be first lubricated at the factory for storage.

D. Brake Linkage

The brake linkage should be oiled with an oil can with a good grade SAE #30 at all joints and bearing points.

E. Wireline

A wire rope is essentially a machine with moving parts that slide on each other, whenever the rope bends, twists, or straightens.

- 1. Lubrication for the wire rope
 - a. Freedom from either acids or alkalis,
 - b. Good adhesive strength so it will stay on the rope,
 - c. Excellent penetrating qualities,
 - d. Non-solubilities under most service conditions,
 - e. High film strength,
 - f. Resistance to oxidation and hardening,
 - g. The lubricant can be swabbed on with rags or painted with a brush. Both are quick methods that can be made part of the maintenance routine.

SECTION III

USE AND CARE OF THE SADDLE BEARINGS

The saddle bearing on your Parkersburg pumping unit is, without question, the finest bearing on the market. The service life of this bearing far exceeds any other type available.

Essentially, the bearing is nothing more than a cast iron journal running in a cast iron sleeve. The size of the bearing is such that the pressure between the moving parts is kept to a low value. The design is such that an oil film always separates the two moving parts. As long as the oil film is maintained, there is no contact of metal against metal. Thus the life of this bearing is tremendous.

Oil, instead of grease, has been selected as the lubricant. A large reservoir has been provided in the hollow journal. Thus, the oil, being fluid, can circulate in and around the grooves in the bushings. All of the oil has its turn at carrying the load. This feature has eliminated the necessity of adding lubricant to the bearings.

Also, the surface that carries the side load has been moved into the lubricated area.

The saddle bearing comes to you ready for service and, other than a periodic check on the fluid level, should require no attention for five years. At that time, the condition of the oil should be checked. The seals should be inspected closely. If required, they should be replaced. Their life will depend, to a great extent, on the reaction between the sealing element and the lubricant.

Our recommendation is that the oil be changed on the basis of the findings of the laboratory. When the time arrives for an oil change or seal replacement, we recommend the following procedure:

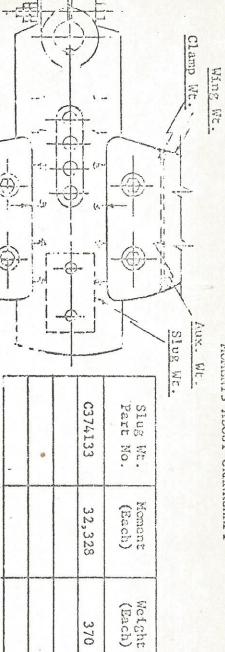
- 1. Stop the unit at the top of the stroke with the cranks hanging down. Set the hand brake.
- Clamp off the well at the polish rod.
- 3. Insert a block between the top of the samson post and the bottom of the center iron of the bearing. The thickness of the block will vary from one size unit to another. If a tapered block is made, it can be used for all sizes. Insert this block from the front, small end first, and push thru until it contacts the center iron.

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- 4. Loosen the bolts that fasten the bearing caps to the post. Loosen only to the point that most of the tension is removed from the lock washers.
- 5. Release hand brake.
- 6. Swing cranks, either with winch line, by standing on the weights, or by turning on the unit sheave.
- 7. When the back end of the beam has been raised enough to take the weight off the bearing caps and transfer it to the wedge under the center iron, the hand brake is reset.
- 8. Completely remove bolts on one bearing cap only. With the weight removed, the cap can be pushed off the end of the center iron.
- 9. On small units, the cap can be handled by hand. On large units, a winch line will be needed to lower the cap to the ground.
- 10. With the cap on the ground, the bearing bore and especially the oil grooves should be cleaned with flushing oil.
- 11. Inspect seals and replace if required.
- 12. Reinstall cap and repeat operation for opposite cap.
- 13. Release brake, remove wedge, and tighten bolts.
- 14. Fill to required level with SAE 90 E.P. Gear oil. Filling is through combination expansion chamber and relief valve.
- 15. Hook well load on unit and put in operation.

Although it would have been easier to have simply drained and refilled, any sludge that was going to form would be found in the oil grooves. Therefore, it is important to thoroughly clean the entire bearing before installing the new oil.

RATING FOR CRANK COUNTERBALANCE MOMENTS ABOUT CRANKSHAFT



add overbalance. (1500^A) c'bal. 1bd., divide by torque of 2 cranks plus moment of l'or total moment, add moment factor w/crank at 90° and desired quantities and postand auxiliary weights, in slug weights, main weights

370

Crank Size 120" Strokes 84", 96", 108", 120"

Crank No.

D374123

Crank Moment

168,000

in. lbs.

Weight

3875

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2009 3425

Centers

PUMPING UNIT STROKE AND TORQUE FACTOR

PE. 12'10"

WE. 12' 6"

PARMAC, INC. COFFEYVILLE, KANSAS

Table No. 709

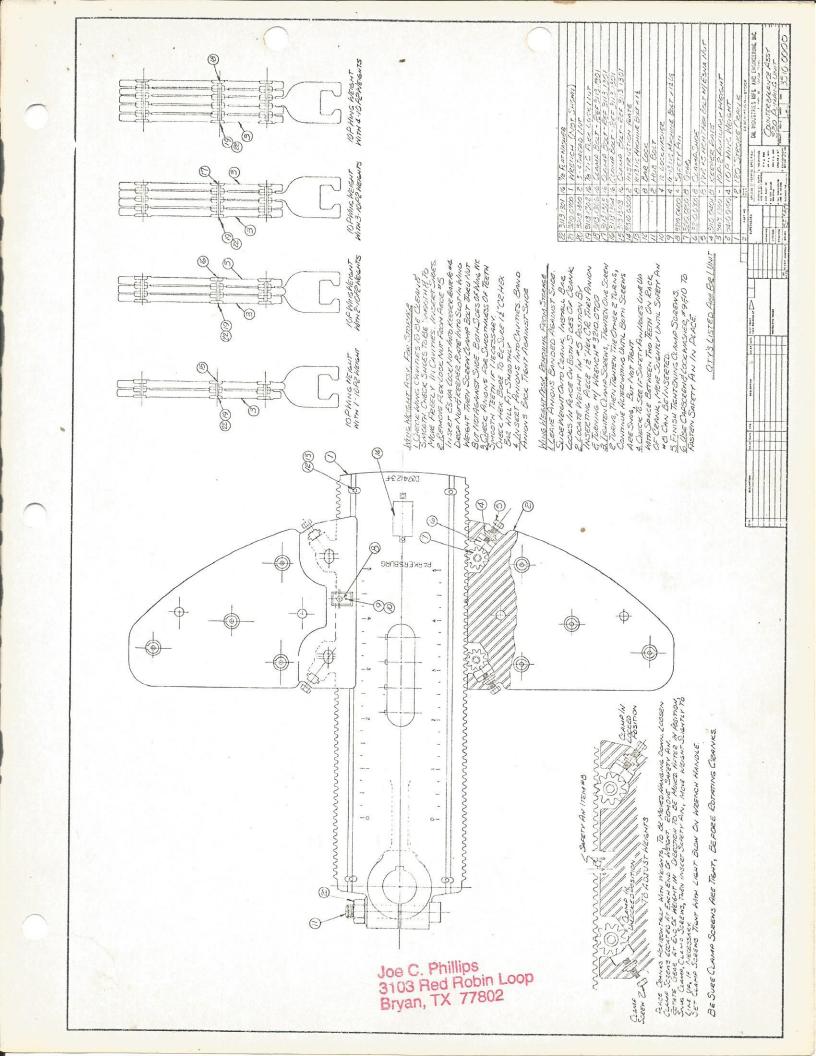
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1. Position of the Crank is the angular displacement measured clockwise from the

12 o'clock position, viewed with the well head to the right.

2. Position is expressed as a fraction of stroke above lowermost position. B. = 1500%

3. Torque Factor = T where T = Torque on Pumping Unit Reducer due to Folished Rod Load W.



STROKE= 84 IN.

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NOTE:

- 1. 4 Wing Weights (4WW) per 10 P2 Auxiliary Set Up
- M is the moment of the crank with the Wing Weights at the numbered positions.

ECB is the effective Counter Balance required.

STRUKE= 96 IN.

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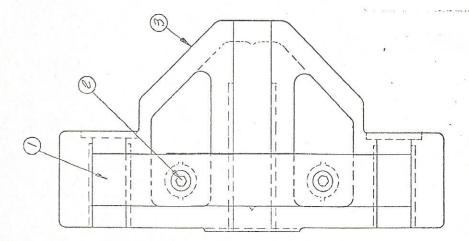
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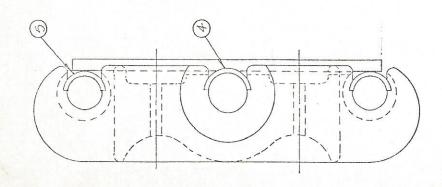
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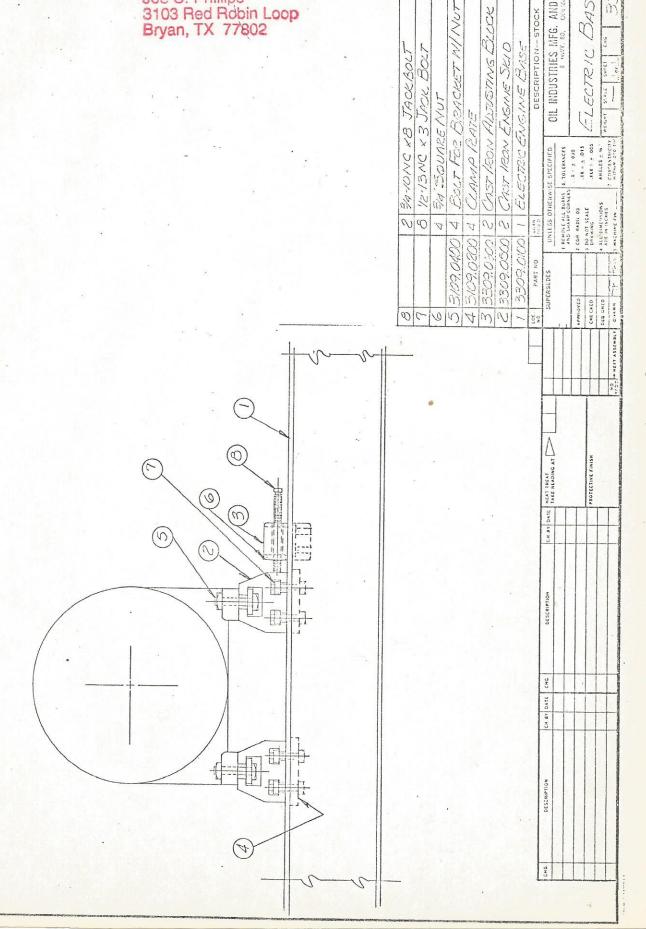
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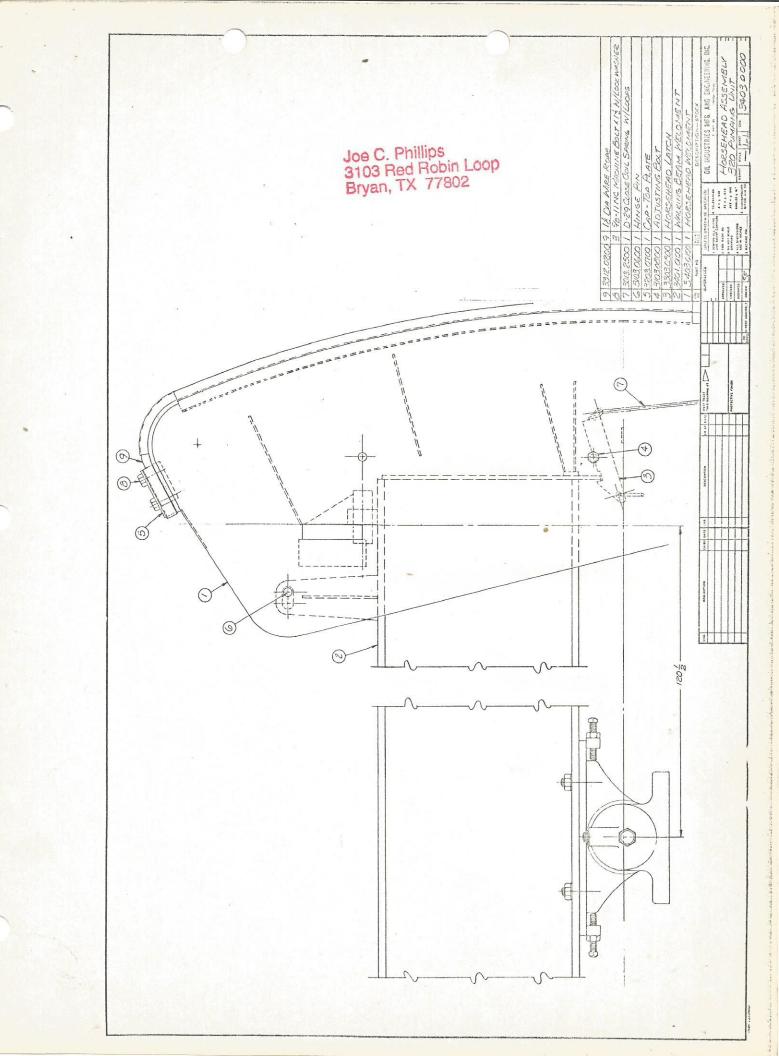
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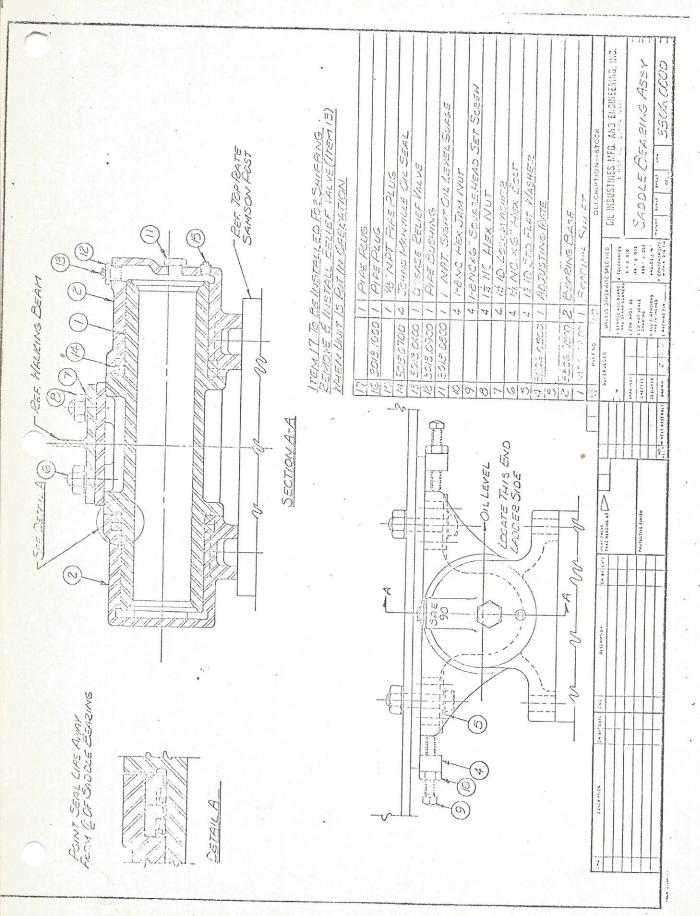
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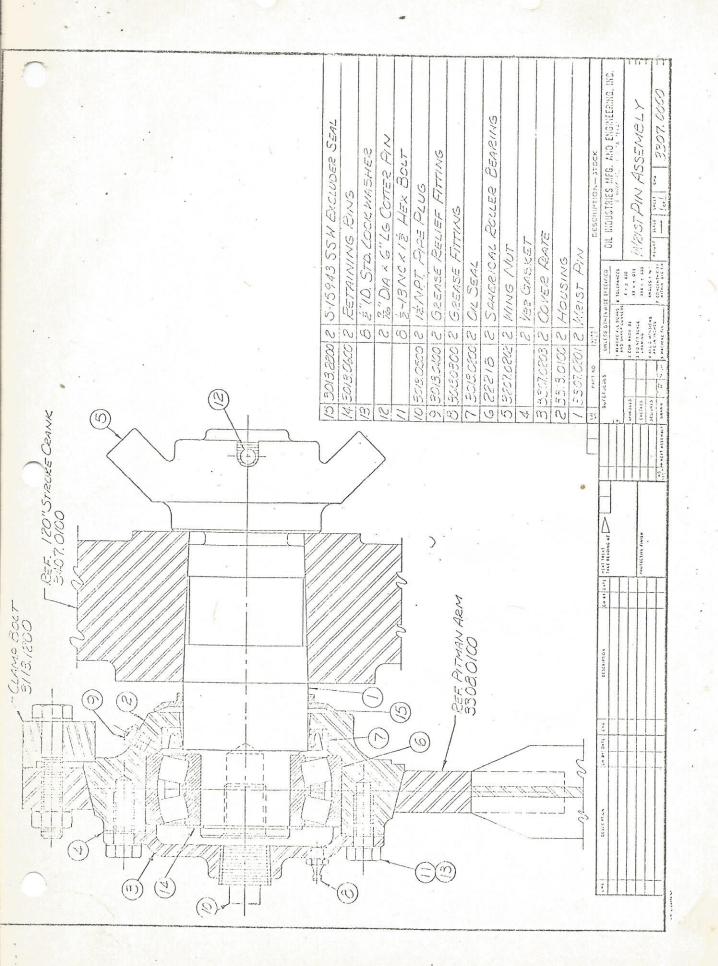
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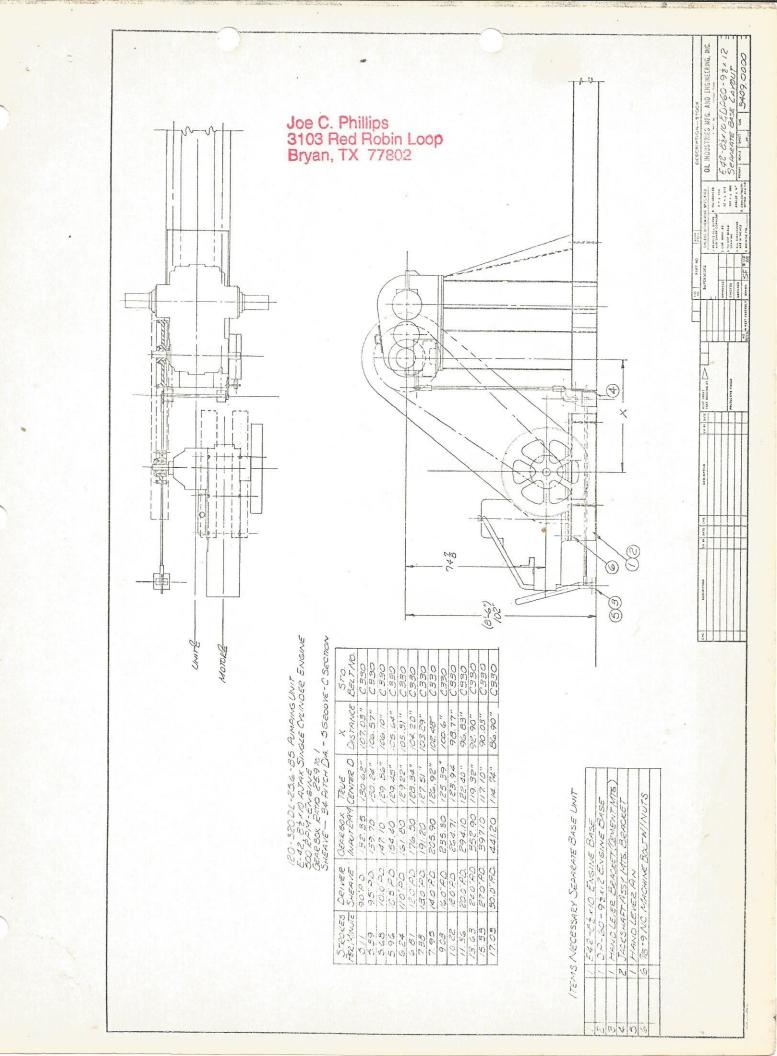




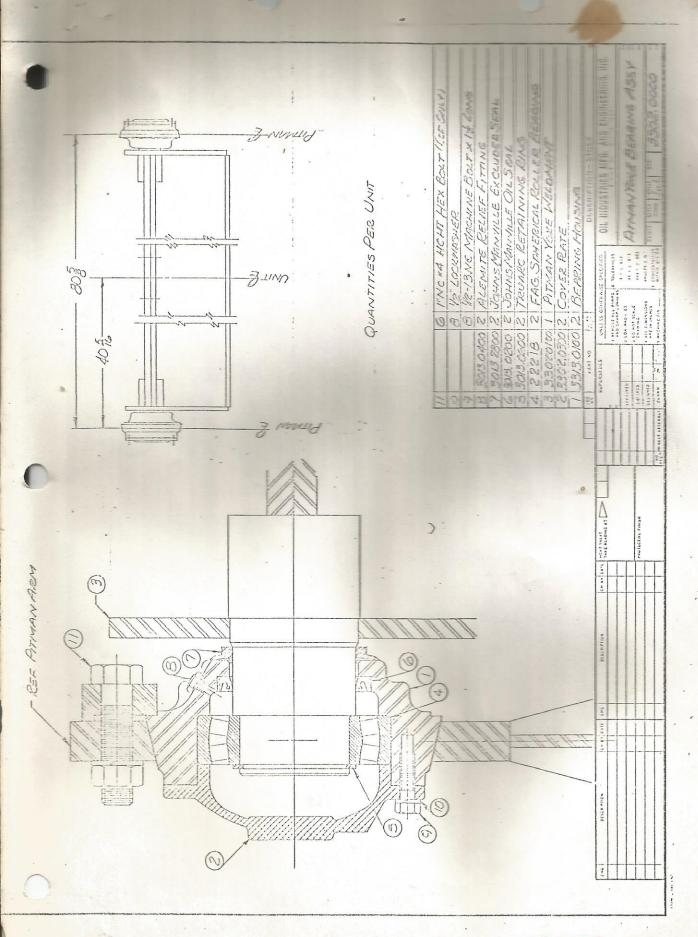


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