1. Disassemble the entire valve and remove all o-rings.
2. Clean all parts with water or appropriate solvent.
3. Replace the poppet o-ring. It is the smallest of the three (3) o-rings in the kit. Be sure there are no particles or foreign debris of any kind, no matter how small.
4. Replace the o-rings in the end connectors. Be sure there are no particles or foreign debris of any kind, no matter how small.
5. Screw the main body to one (1) of the end connector nuts with the union end and o-ring in between. Make sure the o-ring stays in the o-ring groove properly and is not pinched.
6. Place the partially assembled unit on a flat surface with the open end of the body up. Place the poppet in the body with the legs down so the contact the spring.
7. Place the second end connector (with new o-ring in the groove) on the body and screw on the remaining nut. Make sure the o-ring stays in the o-ring groove properly and is not pinched.
8. Both end connectors to body joining nut should be tighten hand-tight then and additional 1/4 turn with a strap wrench.

**NOTE:** Never trim the flat end of the Teflon® encapsulation on the spring. This may cause a leak and provide a path for the process fluid to wet the spring.