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Retriever Safety Bulletin

The RCS Magnetic Swab Assembly (RCS part number 121870) is a retrieval accessory used in conjunction with the RCS Hot Tap Tool, to remove hot tap cuttings from an access fitting before installing a device. If proper procedures are not followed during the swab operation, the Swab can potentially become detached from the retriever.

Please note the following procedures for safe operation of the RSL retriever when used with the Magnetic Swab Assembly:

- Before using the Magnetic Swab assembly in a live operation, please attach the Swab Assembly to the Retriever Tool, and run the Swab completely into and out of the tool several times. Check to make sure the Swab runs smoothly into and out of the tool. If you encounter any interference between the Swab and the tool, do not use the Swab. Please contact RCS for a replacement.
- During the swab operation, the swab brushes come in contact with the wall of the access fitting. This action makes it possible for the Pilot Adapter on the Retriever to unthread from the Magnetic Swab Assembly if caution is not used while rotating the Swab, or pulling the Swab back into the Retriever. To prevent the Retriever Pilot Adapter from unthreading from the Swab Assembly, observe the following techniques:
 - While rotating the Swab Assembly with the larger Rotation Handle, always maintain a clockwise pressure on the smaller Translation Handle, to assure that the Hex Socket on the Pilot Adapter stays in place over the hex head on the Swab Assembly.
 - **IMPORTANT:** While pulling the Swab Assembly back into the Retriever Tool by rotating the small Translation Handle counter-clockwise; always hold the large Rotation Handle to prevent it from rotating. This will prevent the Pilot from unthreading from the Swab Assembly.

Please note that in the event the Swab becomes detached from the Retriever during a swab operation, it may not be possible to close the Service Valve. DO NOT remove the Retriever from the line before you verify the Service Valve is closed and all pressure has been bled from the Retriever Tool. Since the Magnetic Swab stays centered in the fitting, it may be possible to re-attach the Pilot Adapter to the Magnetic Swab Assembly and complete the retrieval operation. Keep the Retrieval Tool attached to the Service Valve and follow standard retrieval procedures to re-attach the Pilot Adapter to the Swab Assembly.

If you have any questions regarding these procedures, please contact RCS directly at +1 (562) 949-0123 or through our web site at www.cosasco.com.