

# BACKUP

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## ACRONYM, ABBREVIATION, AND SPELLING REFERENCE LIST

NOTE: Acronyms should be defined the first time they are used in the document. Further references should use only the acronym (exceptions are footnotes and titles). If they won't be referenced a second time, there is no need to define the acronym.	
/	slash replaces the word "per"
3-D	three-dimensional (hyphenated)
Ac	acre (Ac)
AQI	Air Quality Index
A	ampere (e.g., 15A — <i>Note: no space before A</i> )
Å	angstrom
A/E	architecture and/or engineering (firm)
A/E/P	architecture, engineering, and planning (firm)
AA	Alternatives Analysis (AA)
AA	Aluminum Association (AA)
AADT	average annual daily traffic (AADT)
AAR	Association of American Railroads (AAR)
AASHTO	American Association of State Highway and Transportation Officials (AASHTO)
AAR	Association of American Railroads (AAR)
AAWDT	average annual weekday traffic (AAWDT)
ABC	Associated Builders and Contractors, Inc. (ABC)
ABC	Accredited Business Communicator
ABMC	American Battle Monuments Commission
aboveground	(one word)
above-mentioned	(hyphenated)
above-named	(hyphenated)
above-water	(hyphenated)
ac	alternating current
AC	Asphalt Concrete (AC)
ac-ft	acre-foot
ACASS	Architect-Engineer Contract Administration and Support System
ACEC	American Council of Engineering Companies
ACEC	Areas of Critical Environmental Concern (ACEC)
acfm	actual cubic feet per minute (acfm)
ACGIH	American Conference of Governmental Industrial Hygienists (ACGIH)
ACI	American Concrete Institute (ACI)
ACM	asbestos-containing materials (ACM)
acreage	(spelling)
ACS	Advanced Communication System (ACS)
ACWS	Asphalt Concrete Wearing Surface (ACWS)
ADA	Americans with Disabilities Act
add-on	<i>n, adj.</i> (hyphenated)
adherence	(spelling)
ADINA	(This is the name of a software package)
ADOT&PF	Alaska Department of Transportation & Public Facilities (ADOT&PF)
ADR	Access Decision Report (ADR)
ADT	average daily traffic (ADT)
AEC	architecture, engineering, and construction (industry)
AFB	Air Force Base (AFB)
AFCEE	Air Force Center for Environmental Excellence

aforementioned	(one word)
AFS	American Fisheries Society (AFS)
AFSO	Amended Stipulation and Final Order (ASFO)
AFW	Air Force Weather (AFW)
AG	Attorney General
AGC	Associated General Contractors of America (AGC)
AIA	American Institute of Architects (AIA)
AICP	American Institute of Certified Planners (AICP)
AID	Agency for International Development
AINW	Archaeological Investigations Northwest, Inc. (AINW)
AIP	Arterial Improvement Program (TIB Funding Program)
air duct	(two words)
air lock	(two words)
airflow	(one word)
airlift	(one word)
airstream	(one word)
airtight	(one word)
AISC	American Institute of Steel Construction (AISC)
AISI	American Iron and Steel Institute (AISI)
Albuquerque	name of city (spelling)
ALE	Arid Lands Ecology (ALE)
alpha-numeric	(hyphenated)
A/m	ampere per meter
A/m <sup>2</sup>	ampere per square meter
a.m.	Morning, <i>not</i> am or AM
amp	ampere
amu	atomic mass unit (amu)
analyses	<i>plural</i>
analysis	<i>singular</i>
and/or	no spaces on either side of slash
ANSI	American National Standards Institute (ANSI)
anti (prefix)	words with the prefix “anti” are usually one word (no hyphen)
anti-friction	exception to above rule (hyphenated)
AOC	Architect of the Capitol
AOH	access Oregon highways (AOH)
AORTA	Association of Oregon Rail and Transit Advocates
AOUSC	Administrative Office of the U.S. Courts
APA	American Planning Association (APA)
APA	American Plywood Association (APA)
APC	automatic passenger counter (APC)
APD	Anchorage Police Department (APD)
APE	Area of Potential Effect (APE)
API	Area of Potential Impact (API)
appendices	<i>plural</i>
appendix	<i>singular</i>
approx.	OK to use abbreviation if included with a specific measurement
approximately	spell out
APTA	American Public Transportation Association (APTA) <i>previously</i> American Public Transit Association (APTA)
APTS	Advanced Public Transportation System (APTS)

APWA	American Public Works Association (APWA)
AQI	Air Quality Index (AQI)
AQMA ?	Air Quality Maintenance Area or Air Quality Management Area (AQMA)
AQMP	Air Quality Maintenance Plan (AQMP)
ARA	American Railway Association (ARA)
archaeological	(spelling)
Architect	Capitalize if referring to THE <i>specific</i> Architect (as in a contract)
architect	Use lower case when referring to architects in general
ARCS	Alaska Rural Communication System (ARCS)
AREA	American Railway Engineering Association (AREA)
Army Corps	(U.S.) Army Corps of Engineers (also USACE and COE)
ARPA	Archeological Resources Protection Act (ARPA)
arris	<i>singular</i>
arrises	<i>plural</i>
ARS	Acceleration Response Spectra (ARS)
as per	do not use – it is redundant and poor English; use “per”
as-built	(hyphenated)
ASA	American Standards Association (ASA)
ASAHI	(ASAHI)
ASLA	American Society of Landscape Architect (ASLA)
ASCE	American Society of Civil Engineers (ASCE)
ASME	American Society of Mechanical Engineers (ASME)
ASOS	Automated Surface Observing Station (ASOS)
AST	Aboveground Storage Tank (AST)
AST	Alaska State Troopers (AST)
ASTM	American Society for Testing and Materials (ASTM)
ATA	Agreement to Agree (ATA)
ATC	Applied Technology Council (ATC)
ATIS	Advanced Traveler Information System
atm	atmosphere (atm)
ATMP	Air Tour Management Plan (ATMP)
ATMS	Advanced Transportation Management System (ATMS)
ATPB	Asphalt-Treated Permeable Base (ATPB)
ATR	Automatic Traffic Recorder (ATR)
ATV	all terrain vehicle (ATV)
at. wt.	atomic weight (at. wt.)
AutoCAD	(one word, note capitalization)
AVL	Automated Vehicle Location (AVL)
AVO	Average Vehicle Occupancy (AVO)
AWDT	average weekday traffic (AWDT)
AWG	American Wire Gauge (AWG)
AWOS	Automated Weather Observing System (AWOS)
AWPA	American Wood Preservers Association (AWPA)
AWS	American Welding Society (AWS)
AWWA	American Water Works Association (AWWA)
B	bel
b	bit
B.Arch.	Bachelor of Architecture (degree)
B/C	Benefit-Cost
B&O	Business and Occupation (B&O) [Tax]

BA	Biological Assessment (BA)
backflow	(one word)
backpressure	(one word)
back up	<i>verb</i> (two words)
backup	<i>n, adj.</i> (one word)
bar chart	(two words)
base-year calculations	<i>adj.</i> (hyphenate “base-year)
baseline, baseplate	<i>but bed plate, sole plate</i>
Battle Ground	city in Washington
BBG	Broadcasting Board of Governors
bbl	barrel (bbl)
Bd	baud (Bd)
BDDM	Bridge Design and Drafting Manual (BDDM)
BDM	Bridge Design Manual (BDM)
BDSW	British Defense Staff (Washington)
BEA	Bureau of Economic Analysis (BEA)
bed plate	(two words)
Bel Baie	(two words)
belowground	(one word)
benchmark	(one word)
BES	Bureau of Environmental Services (BES)
bg	below ground surface (bg)
Bhn	Brinell hardness number (Bhn)
bi (prefix)	words with the prefix “bi” are usually one word (no hyphen) “bi” means “two” (e.g., bimonthly means every two months)
<b>BIA</b>	<b>Bureau of Indian Affairs (BIA)</b>
bleed-off	(hyphenated)
BLM	(U.S.) Bureau of Land Management (BLM)
blowdown	(one word)
BLS	Bureau of Labor Statistics (BLS)
blueline	(one word)
BMP	Best Management Practice (BMP)
BMS	Bridge Management System (BMS)
BMX	bicycle motor crossing
BNSF	Burlington Northern Santa Fe (BNSF) <i>Railroad</i>
BOC	Bridge Oversight Committee (BOC)
BOD	biochemical oxygen demand (BOD)
BOR	(U.S.) Bureau of Reclamation (BOR) <i>(also USBR)</i>
bore-feet	(hyphenated)
boreholes	(one word)
bp	boiling point (bp)
BPA	Bonneville Power Administration (BPA)
bpf	blows per foot (bpf)
BPIP	Building Profile Input Program (BPIP)
BPN	(U.S.) Business Partner Network (BPN)
BPN	Black Professionals Network (BPN)
BPR	Bureau of Public Roads (BPR)
bps	bits/bytes per second (bps)
Bq	becquerel (Bq)

BRAC	Bridge Replacement Advisory Committee (BRAC)
brainstorm	(one word)
BRCT	Blue Ribbon Commission on Transportation (BRCT)
break bulk	(two words)
breakwater	(one word)
brownstock	(one word)
BRRP	Bridge Replacement and Rehabilitation Program (BRRP)
BRS	Biennial Reporting System (BRS)
BRT	bus rapid transit (BRT)
BTS	Bureau of Transportation Statistics (BTS) ( <i>a unit of the USDOT</i> )
BTU	British thermal unit (BTU)
Buna N	(brand name)
Burien	city near Seattle
by	don't hyphenate "by" words – exceptions: by-and-by and bye-bye e.g., bypass, byproduct
C&OC RR	California and Oregon Coast Railroad
c	centi [ $10^{-2}$ ]
C	Candidate
C	coulomb (an electrical charge equal to the electricity transferred by a steady current of 1 amp in 1 second)
C/kg	coulomb per kilogram
C/m <sup>2</sup>	coulomb per square meter
C/m <sup>3</sup>	coulomb per cubic meter
C&SCS	Confirmed and Suspected Contaminated Sites (C&SCS)
CA	Contract Administrator (CA)
CA	compressed air
CAA	Clean Air Act (CAA)
CAAA	Clean Air Act Amendments (CAAA)
CAAC	Civilian Agency Acquisition Council
CAC	Citizens' Advisory Committee (CAC)
CAD	computer-aided design
CADD	computer-aided design and drafting
CAFÉ	Corporate Average Fuel Economy
CAGE	Contractor and Government Entity (code)
CAGT	Certified Aggregate Technician (CAGT)
CAIC	Contractor Appraisal Information Center
cal	Calorie
candidate species	<i>not</i> capitalized
cannot	(one word)
CAPP	County Arterial Preservation Program (CAPP)
capscrew	(one word)
cast-in-place	(hyphenated)
CAT	Citizen Advisory Team
CAT	Columbia Area Transit District (CAT)
CAT-I	Certified Asphalt Technician I (CAT)
CAT-II	Certified Asphalt Technician II (CAT)
catenary	(spelling)
CBAC	Citizen and Business Advisory Committee (CBAC)
CBC	Certified Business Communicator
CBD	Commerce Business Daily (CBD)

CBD	Central Business District (CBD)
CBI	Coordinated Border Infrastructure (CBI) Program
CBJ	City and Bureau of Juneau (CBJ)
CBM	Certified Ballast Manufacturers (CBM)
CBO	Community-Based Opportunity (CBO)
CCASS	Construction Contract Administration Support System
CCC	Clark County Concurrency (CCC)
CCE	Construction Compliance Engineer (CCE)
CFTC	Commodity Futures Trading Commission
CCI	Corridor Congestion Index (CCI)
CCO	Contract Change Order (CCO)
CCM	Construction Compliance Monitor (CCM)
CCP	(City and County) Congested Corridor Program (CCP)
CCR	(U.S.) Central Contractor Registration (System)
CCRI	Corridor Congestion Ratio Index (CCRI)
CCRP	Corridor Congestion Relief Program (CCRP)
CCT	Confederated Tribes of the Colville Reservation (CCT)
CCT	Contract Control Technician (CCT)
cd	candela (cd)
CD	Chart Data
cd/m <sup>2</sup>	candela per square meter (cd/m <sup>2</sup> )
CDBG	Community Development Block Grant
CDMP	Corridor Development and Management Plan (CDMP)
CDT	Certified Density Technician (CDT)
CE	Construction Engineering (CE)
CE	Categorical Exclusion (CE)
CEB-FIP	Comité Euro-International du Béton – Fédération Internationale de la Précontrainte (Euro-International Committee for Concrete – International Federation for Prestressing)
CEBT	Certified Embankment and Base Technician (CEBT)
CEJG	Community and Environmental Justice Group (CEJG)
centerline	(one word)
CEQ	Council of Environmental Quality (CEQ)
CERB	Community Economic Revitalization Board (CERB)
CERCLA	Comprehensive Environmental Response, Compensation and Liability Act
CERCLIS	Compensation and Liability Information System (CERCLIS)
CETAS	Collaborative Environment and Transportation Agreement to Streamline (CETAS) (Oregon group)
CEVP	Cost Estimating Validation Process (CEVP)
cf <sup>3</sup>	cubic foot or feet
cf <sup>3</sup> /day or cfd	cubic feet per day
cf <sup>3</sup> /min or cfm	cubic feet per day
CFC	chlorofluorocarbon
cfm	cubic foot per minute
CFP	Capital Facilities Plan (CFP)
CFP	Community Framework Plan (CFP)
CFP	Corridors of the Future Program (CFP)
CFPDA	Corridors of the Future Program Development Agreement (CFPDA)
CFR	(U.S.) Code of Federal Regulations (CFR)
CH2M HILL	All caps, company name

CHAP	City Hardship Assistance Program (CHAP)
change-over	(hyphenated)
charrette	(spelling)
cheatgrass	(one word)
Checker-mallow	(hyphenated)
checklist	(one word)
checkout	(one word)
CHMM	Certified Hazardous Materials Manager (CHMM)
Ci	curie
CILG	Construction Industry Liaison Group
CIP	Capital Improvement Program (CIP)
CIT	Community Involvement Team (CIT)
citywide	(one word)
Class A	(capitalize)
cleanroom	(one word)
Client	Capitalize if referring to THE <i>specific</i> Client (as in a contract)
client	For clients in general, don't capitalize
close-by	(hyphenated)
close-in	(hyphenated)
close out	<i>verb</i> (two words)
closeout	<i>n. or adj.</i> (one word)
CLUP	Comprehensive Land Use Plan (CLUP)
c/m or cpm	cycles per minute
cm	centimeter
cm <sup>2</sup>	square centimeter
cm <sup>3</sup>	cubic centimeter
cm <sup>3</sup> -sec	cubic centimeter per second
CMA	calcium magnesium acetate (CMA)
CMAQ	Congestion Mitigation Air Quality (CMAQ)
CMDT	Certified Mixture Design Technician (CMDT)
CMM	Congestion Management Monitoring (CMM)
CMP	Congestion Management Process (CMP)
CMP	Corrugated Metal Pipe (CMP)
CMS	Congestion Management System (CMS)
CN	Construction
CNRMP	Cultural and Natural Resources Management Plan (CNRMP)
CNS	Corporation for National and Community Service
co (prefix)	words with the prefix "co" are usually one word (no hyphen) ( <i>only exception is co-op</i> )
CO	Contracting Officer
CO	Carrier Operations (CO)
CO	carbon monoxide (CO)
CO <sub>2</sub>	carbon dioxide (CO <sub>2</sub> )
COE	(U.S.) Army Corps of Engineers (COE) [also USCOE or Army Corps]
Coeur d' Alene	name of city in Idaho
COFPAES	Committee on Federal Procurement of Architect/Engineer Services
COGP	Commission on Government Procurement
COMTO	Conference of Minority Transportation Officials (COMTO)
constituent	(spelling)

constructibility or <b>constructability</b> ?	(I prefer constructability, but I've seen both used—be consistent throughout document)
Contractor	Capitalize if referring to THE <i>specific</i> Contractor (as in a contract)
contractor	For contractors in general, don't capitalize
contraflow	(one word)
cool-down	(hyphenated)
CoRe	AASHTO Guide for Commonly Recognized (CoRe) <i>Structural Elements</i>
CORRACTS	Corrective Action Report (CORRACTS)
council	means: group or organization
counsel	means: to give advice
counter (prefix)	words with the prefix “counter” are always one word (no hyphen)
countywide	(one word)
cover plate	(two words)
COVP	continuous operation variance permits (COVP)
CP	Certified Photogrammetrist
cP	Centipose
CPF	Composite Pay Factor (CPF)
CPI	Consumer Price Index (CPI)
CPM	Consultant Project Manager (CPM)
cps or Hz	cycles per second
CPSC	Consumer Products Safety Commission
CPT	cone penetration test (CPT)
CQCP	Construction Quality Control Plan (CQCP)
CRAB	County Road Administration Board (CRAB)
CRAG	Columbia Regional Association of Governments (CRAG)
CRB	Columbia River Basalts (CRB)
CRC	Columbia River Crossing
CRCP	Columbia River Crossing Project
CRD	Columbia River Datum
C.R.E.A.T.E.	Chicago Region Environmental And Transportation Efficiency (C.R.E.A.T.E.)
CREDC	Columbia River Economic Development Council (CREDC)
CREEC	Commercial Real Estate Economic Coalition
CRGNSA	Columbia River Gorge National Scenic Area (CRGNSA)
crises	<i>plural</i>
crisis	<i>singular</i>
criteria	<i>plural</i>
criterion	<i>singular</i>
CRL	Confirmed Release List (CLR)
CRM	customer relationship management (software)
CRP	Federal Conservation Reserve Program (CRP)
CRSI	Concrete Reinforcing Steel Institute (CRSI)
CS	Commercial Standard, Commodity Standards Division, U.S. Department of Commerce (CS)
CS <sup>3</sup>	Context Sensitive and Sustainable Solutions (CS <sup>3</sup> ) <i>Plan as specified in the DB Performance Specifications, PS53, Context Sensitive and Sustainable Solutions</i>
CSCSL	Ecology Confirmed and Suspected Contaminated Sites List (CSCSL)
CSF	Canadian standard freeness (CSF)
CSO	Combined Sewer Overflow (CSO)
CSOSA	Court Services and Offender Supervision Agency
CSR	Cyclic Stress Ratios (CSR)

C-TRAN	Clark County Public Transit Benefit Area Authority use a <i>non-breaking</i> hyphen
CTL	Center Turn Lane
CTPP	Census Transportation Planning Package (CTPP)
CTR	Commute Trip Reduction (CTR)
CTWSRO	Confederated Tribes of the Warm Springs Reservation of Oregon (CTWSRO)
CUP	Conditional Use Permit (CUP)
cupola	a small structure or dome on the roof of a building
cutouts	(one word)
cutsheet	(one word)
CVISN	Commercial Vehicle Information Systems and Networks (CVISN)
CVO	Commercial Vehicle Operations (CVO)
CWA	Clean Water Act (CWA)
CZMA	Coastal Zone Management Act (CWA)
D1.1	Structural Welding Code – Steel American Welding Society, current edition
D1.5	Bridge Welding Code, American Welding Society, current edition
d. <i>or</i> diam.	diameter
d	deci ( $10^{-1}$ )
D&B	Dun & Bradstreet
da	Deka
DAHP	Washington Department of Archaeology and Historic Preservation (DAHP)
DAR	Defense Acquisition Regulation (same as DFAR)
DARC	Defense Acquisition Regulation Council
data	<i>plural</i>
datum	<i>singular</i>
data sheet	(two words)
database	(one word)
daycare	(one word)
dB	Decibel
DB	Design-Build (DB)
DB or DBer	Design-Builder
DB	dry bulb
dBA	A-weighted decibel
dBa	adjusted decibel
DBB or D-B-B	Design Bid Build (DBB)
DBE	Disadvantaged Business Enterprise (DBE)
dbh	diameter breast high (dbh)
DBPM	Design-Build Program Manager
dBu	decibel unit
dc	direct current
DC	District of Columbia
DCAA	Defense Contract Audit Agency
DCE	Design Compliance Engineer (DCE)
DCMA	Defense Contract Management Agency
DCNP	Depressional, Closed-Non Permanently Flooded
DCS	Document Control Specialist
DCTED	(Washington State) Department of Community, Trade, and Economic Development (DCTED)
DDE	Dichloro-diphenyl-dichloroethylene (DDE)
DDT	Dichloro-diphenyl-trichloroethane (DDT)

de (prefix)	words with the prefix “de”are usually one word (no hyphen–few exceptions)
dead-end	<i>adj.</i> (hyphenated)
dead end	<i>noun</i> (two words)
deadload	(one word)
deerator	(spelling)
decision-maker	(hyphenated)
decision-making	(hyphenated)
de-icing	(hyphenated)
deink	(one word, no hyphen)
DEIS	Draft Environmental Impact Statement (DEIS)
<i>de minimus</i>	(spelling, italicized)
DEQ	(Oregon State) Department of Environmental Quality (DEQ)
dew point	(two words)
DeZurik	(brand name)
DFAR	Defense Federal Acquisition Regulation (same as DAR)
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Service
DFPA	Division for Product Approval of American Plywood Association (DFPA)
DHI	Danish Hydraulic Institute (DHI)
DHS	Department of Homeland Security (DHS)
DHS-BT	Department of Homeland Security – Border and Transportation Security
DHS-DR	Department of Homeland Security – Direct Reports
DHS-EPR	Department of Homeland Security – Emergency Preparedness and Response
DI	deionized water (DI)
diam. <i>or</i> d.	diameter
dbh	diameter breast high
dis (prefix)	words with the prefix “dis”are always one word (no hyphen)
DISA	Defense Information Systems Agency
disk or diskette	<i>Not disc</i>
DI	deciliter (DI)
DLA	Defense Logistics Agency
DLCD	(Oregon State) Department of Land Conservation and Development (DLCD)
DLIS	Defense Logistics Information Service
DMV	Department of Motor Vehicles (DMV)
DNFSB	Defense Nuclear Facilities Safety Board
DNR	Department of Natural Resources (DNR)
DNS	Determination of Non-Significance (DNS)
DO	Dissolved Oxygen (DO)
DOC	Department of Commerce
DOD or DoD	(U.S.) Department of Defense (DOD)
DOE	(Washington State) Department of Ecology (DOE)
DOE	(U.S.) Department of Energy (DOE)
DOE	Determination of Eligibility (DOE)
DOGAMI	Department of Geology and Mineral Industries (DOGAMI), <i>State of Oregon</i>
DOI	(U.S.) Department of Interior
DOJ	Department of Justice
DOL	Department of Labor
DOL	(Washington State) Department of Licensing (DOL)
DON	Department of the Navy
DOR	Department of Revenue (DOR)

DOT	(U.S.) Department of Transportation (DOT)
DOTPF	Alaska Department of Transportation and Public Facilities (DOTPF)
double circuit	(two words)
downflow	(one word)
download	(one word)
downtown	(one word)
DPS	Distinct Population Segment (DPS)
DRBC	Delaware River Basin commission
DRG	Digital Roster Graphic
dry type	(hyphenated)
dry type	(two words)
DS	Determination of Significance (DS)
DSHS	(Washington State) Department of Social and Health Services (DSHS)
DSI	Direct Service Industry (DSI)
DSL	Department of State Lands (DSL), State of Oregon
DTM	Digital Terrain Model (DTM)
DSNY	NYC Department of Sanitation (DSNY)
ductbank	(one word)
ductwork	(one word)
DUNS or D-U-N-S®	Data Universal Numbering System (number)
Duwamish	(non-federally recognized Indian Tribe)
DVA	(U.S.) Department of Veterans Affairs
DWT	Dead Weight Tons
E	exa (10 <sup>18</sup> )
EA	Environmental Assessment (EA)
EAC	Emulsified Asphalt Concrete (EAC)
EAC	Enhancement Authority Committee (EAC)
EB	eastbound (EB)
EBP	Electro-Pneumatic Braking (EBP)
ECB	Electronically Controlled Braking (ECB)
ECO	Employee Commute Options (ECO)
Econo Disk	(brand name)
Econo Cone	(brand name)
ECSI	Environmental Cleanup Site Information (ECSI)
ED	Department of Education
EDI	electronic data interchange, electronic document interchange
EDNA	environmental designation for noise abatement (EDNA)
EDR	Environmental Data Resources (EDR)
ED	Relectrodialysis reversal (EDR)
EEO	Equal Employment Opportunity
EEOC	(U.S.) Equal Employment Opportunity Commission
EFH	Essential Fish Habitat (EFH)
EFT	electronic funds transfer
e.g.,	“ <i>exempli gratia</i> ,” means “for example” – use periods and precede and follow with a comma just as you would if you wrote “for example”
EIA	U.S. Energy Information Administration (EIA)
EIS	Environmental Impact Statement (EIS)
EJWG	Environmental Justice Working Group (EJWG)
EIT	Engineer-in-Training

EJ	Environmental Justice
ELW	Extreme Low Water
email	no hyphen, “e” is lowercased
EMF	electromagnetic field (EMF)
EMI	electromagnetic interference (EMI)
EMME/2	Equilibre Multimodal, Multimodal Equilibrium (EMME/2) <i>(interactive graphic transportation planning computer modeling software package for the regional travel forecasting model—distributed by INRO Consultants, Montreal, Canada)</i>
EMT	Executive Management Team (EMT)
emu	electromagnetic unit (emu)
en route	(two words)
endangered species	<i>not</i> capitalized
Engineer	Capitalize if referring to THE <i>specific</i> Engineer (as in a contract)
engineer	For engineers in general, don’t capitalize
EOP	Executive Office of the President
EPA	(U.S.) Environmental Protection Agency (EPA)
EPRI	Electronic Power Research Institute (EPRI)
ERNS	Emergency Response Notification System (ERNS) database
ERP	enterprise resource planning (software)
ERS	Environmental Resource Survey (ERS)
ESA	Environmental Site Assessment (ESA)
ESA	Endangered Species Act (ESA)
ESCI	Environmental Cleanup Sites (ECSIs)
ESCP	Erosion and Sediment Control Plan (ESCP)
ESH	Essential Salmonid Habitat (ESH)
ESRI	Environmental Systems Research Institute (ESRI)
ESS	Environmental Sensor Station (ESS)
ESU	Evolutionarily Significant Unit (ESU)
et cetera <i>or</i> etcetera	means: “and so forth”
et seq. or et sequens	means: “and the following”
ETA	Economic Transportation Alliance (ETA)
et al.	means: “and others”
ETC	electronic toll collection (ETC)
ETC	Employer Transportation Coordinator (ETC)
ETRP	Employer Trip Reduction Program (ETRP)
eV	electron, volt
exurban	(one word)
f	femto ( $10^{-15}$ )
F	farad
F	<i>do not</i> type out “Fahrenheit”
FAA	Federal Aviation Administration (FAA)
FAIR	Financial and Institutional Resources (FAIR)
FAR	Federal Aviation Regulations (FAR)
FBO	Federal Business Opportunity (FedBizOpps)
FAR	Federal Acquisition Regulation (FAR)
FARC	Federal Acquisition Regulation Council (FARC)
FASA	Federal Acquisition Streamlining Act of 1994 (FASA)
FAST	Freight Access Surface Transportation (FAST)
fast-track	(hyphenated)

fc	footcandle
FCC	Federal Communications Commission (FCC)
FCSIC	Federal Credit System Insurance Corporation
FDIC	Federal Deposit Insurance Corporation
FEC	Federal Election Commission
FedBizOpps	Federal Business Opportunity
FEE	Functional Evaluation Earthquake (FEE)
feedwater	(one word)
FEIS	Final Environmental Impact Statement (FEIS)
FEMA	Federal Emergency Management Agency (FEMA)
FERC	Federal Energy Regulatory Commission (FERC)
FFC	Federal Facilities Council
FFGA	Full Funding Grant Agreement (FFGA)
FFP	firm, fixed-price (contract)
FFY	federal fiscal year (FFY)
FGTS	Freight and Goods Transportation System (FGTS)
FHFB	Federal Housing Finance Board
FHWA	Federal Highway Administration (FHWA), <i>part of USDOT</i>
fiberboard	(one word)
FIFRA	Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA)
FINDS	Facility Index System/Facility Identification Initiative Program Summary Report
fire stopping	(two words)
firewater	(one word)
FIRM	Flood Insurance Rate Maps (FIRM)
firsthand	(one word)
FIS	Flood Insurance Study (FIS)
floodplain	(one word)
flotation	“floatation” is acceptable; but “flotation” is preferred
Flouroware Co.	(brand name)
flowmeter	(one word)
flowsheet	(one word)
FLRA	Federal Labor Relations Authority
flush out	<i>verb</i>
flushout	<i>noun</i>
F/m	farad per meter
FMCS	Facility Monitoring and Control System (FMCS)
FMCSA	Federal Motor Carrier Safety Administration (FMCSA)
FMP	Freight Management Plan (FMP)
FMSIB	Freight Mobility Strategic Investment Board (FMSIB)
FOE	Finding of Effect (FOE)
FOIA	Freedom of Information Act (FOIA)
follow-up	(hyphenated)
FONSI	Finding of No Significant Impact (FONSI)
footcandle	(one word)
forecast	(one word)
forecasted	<i>past tense</i>
foreword	<i>meaning: preface or introduction (see “forward”)</i>
forklift	(one word)
forthcoming	(one word)
forward	<i>meaning: towards the front (“forwards” is ok in this sense also)</i>

	<i>(see "foreward")</i>
Fourdrinier	(brand name)
FPDC	Federal Procurement Data Center (FPDC)
FPDS	Federal Procurement Data System (FPDS)
fpm or f.p.m.	feet per minute
FPPA	Farmland Protection Policy Act (FPPA)
freestanding	(one word)
FRP	Fiberglass-Reinforced Polymer (FRP)
front-end loader	(hyphenate "front-end")
FRS	Facility Registry System
FRTIB	Federal Retirement Thrift Investment Board
FSL	Forecast Systems Laboratory (FSL)
FSS	Federal Supply Service (FSS)
ft	feet, foot
ft/NM	foot/nautical mile
ft/sec or fps	feet per second
ft <sup>2</sup> or sq ft or sf	square foot, square feet
ft <sup>3</sup> or cu ft	cubic feet
ft <sup>3</sup> /day or cfd	cubic feet per day
ft <sup>3</sup> /min or cfm	cubic feet per minute
ft <sup>3</sup> /sec or cu cfs	cubic feet per second
ft-lb	foot-pound
FTA	Federal Transit Administration (FTA)
FTC	Federal Trade Commission
FTTS	FIFRA/TSCA Tracking System
full-time	(hyphenated)
FVNHS	Fort Vancouver National Historic Site (FNVHS)
FY	fiscal year (FY)
FYI	For Your Information (FYI)
g	gram
G	Gauss (G)
G	giga (10 <sup>9</sup> )
gage or gauge	<i>meaning: thickness or diameter as of sheetmetal or wire</i>
gal	gallon, gallons
gal/d or gpd	gallons per day
gal/min or gpm	gallons per minute
gal/s or cu gps	gallons per second
GAO	(U.S.) General Accounting Office (GAO)
gas-fired	(hyphenated)
GARVEE	Grant Anticipation Revenue Vehicle
GDM	Geotechnical Design Manual (GDM)
GDR	Geotechnical Data Report (GDR)
GDSR	Geotechnical Design Summary Report (GDSR)
GeV	gigaelectronvolt (GeV)
GHG	greenhouse gas (GHG)
Ghz	gigahertz (Ghz)
GIS	Geographic Information System (GIS)
GMA	Growth Management Act (GMA)
GPID	Grants Pass Irrigation District (GPID)
GMP	Guaranteed Maximum Price (GMP)

gpm	gallons per minute
GPO	(U.S.) Government Printing Office
GPS	Global Positioning System (GPS)
gr	grain
Grand Ronde	(correct spelling)
grassroots	(one word)
groundwater	(one word)
GSA	(U.S.) General Services Administration (GSA)
GSR	Geotechnical Synopsis Report (GSR)
GTF	Governors' Task Force
guardrail	(one word)
GUI	Graphic User Interface (GUI)
GWAC	Government-wide Acquisition Contract (GWAC)
GWC	Global Weather Central (GWC)
Gy	gray
Gy/s	gray per second
gypsum board	(two words)
h	hour
h	hecto (10 <sup>2</sup> )
H	henry
H-piles	(hyphenated, capital H)
ha	hectares
handrail	(one word)
HAPs	Hazardous air pollutants
hard-wired	(hyphenated)
HAZMAT	Hazardous Materials (HAZMAT) <i>Inventory List</i>
HB	House Bill (HB)
HBAMP	Home Builders Association of Metropolitan Portland (HBAMP)
HBC	Hudson's Bay Company (HBC)
HBCU	Historically Black Colleges and Universities
HC	hydrocarbon (HC)
HCRH	Historic Columbia River Highway (HCRH)
HCM	Highway Capacity Manual (HCM)
HCT	high-capacity transit (HCT)
HDA	head disk assembly
HDPE	
heavy-duty	(hyphenated)
heavyweight	(one word)
hex-head	(hyphenated)
HfL	Highways for Life (HfL)
Hg	mercury
HGM	Hydrogeomorphic
HHS	Department of Health and Human Services
highlight	(one word)
high-accident	<i>adj.</i> (hyphenated)
H/m	henry per meter
HMAC	Hot Mixed Asphalt Concrete (HMAC)
HMIRS	Hazardous Materials Information Reporting System (HMIRS)
HMM	United States Holocaust Memorial Museum
hook up	<i>verb</i> (two words)

hookup	<i>noun</i> (one word)
HOV	High-Occupancy Vehicle (HOV)
hp	horsepower
HPA	Hydraulic Project Approval (HPA)
HPA	High Probability Area (HPA)
HPC	High Performance Concrete (HPC)
HPMS	Highway Performance Monitoring System
HQ	high quality
HQUSACE	Headquarters, US Army Corps of Engineers
hr	hour
HRSG	Heat Recovery Steam Generator (HRSG)
HIS	Hispanic-Serving Institutions (of Higher Learning)
HSIS	Hazardous Substance Inventory Survey (HSIS)
HSP	Highway System Plan (HSP)
HSPF	Hydrologic Simulation Program Fortran (HSPF)
HSS	Highways of Statewide Significance (HSS)
HTC	high capacity transit (HCT)
HSTP	Human Services Transportation Plan (HSTP)
HUB	Historically Underutilized Business (HUB)
HUBZone	Historically Underutilized Business Zone
HUC	Hydrological Unit Code
HUD	Department of Housing and Urban Development
HWMA	Hazardous Waste Management Act (HWMA)
hydro-test	(hyphenated)
hyper (prefix)	words with the prefix “hyper” are always one word (no hyphen)
Hz	hertz
Hz <i>or</i> cps	cycles per second
I-5, I-84, I-205, I-90	Interstate # use a <i>non-breaking</i> hyphen
I&M	inspection and maintenance
I/M	Inspection/maintenance
IM	interstate maintenance
IAE	Integrated Acquisition Environment
IAHP	International Association of Ports & Harbors (IAPH)
IAIA	Institute of American Indian Arts
IAMP	Interchange Area Management Plan (IAMP)
IARC	International Agency for Research on Cancer (IARC)
Ib. or Ibid.	<i>Lat.</i> Ibidem “in the same place”
IBC	International Boundary Commission of the U.S. and Canada
IBRD	Innovative Bridge Research and Deployment (IBRD)
IBWC	International Boundary and Water Commission
ICEA	Insulated Cable Engineers Association (ICEA) (formerly IPCEA)
<b>ICEC</b>	<b>?</b>
ICBEMP	Interior Columbia Basin Ecosystem Management Project (ICBEMP)
ICNIRP	International Commission on Non-Ionizing Radiation Protection (ICNIRP)
ICTF	intermodal container transfer facilities (ICTF)
i.d.	inside diameter
IDIQ	indefinite delivery, indefinite quantity (contracts)
i.e.,	“ <i>id est</i> ” means “in other words <i>or</i> “that is” – use periods and precede and follow with a comma just as you would if you wrote “that is”

IEEE	Institute of Electrical and Electronics Engineers, Inc. (IEEE)
IES	Illuminating Engineering Society (EIS)
IM	Interstate Maintenance (IM)
IMD	Interstate Maintenance Discretionary (IMD)
IMS	Interstate Management System (IMS)
IMSA	International Municipal Signal Association (IMSA)
in	inch, inches – prefer to spell out; too easily confused with the word “in”
in (prefix)	words with the prefix “in” are usually one word (no hyphen–some exceptions)
in-depth	<i>adjective</i> – hyphenated
in-house	(hyphenated)
in-line	(hyphenated)
index	<i>singular</i>
indices	<i>plural</i>
inkjet	(one word)
INM	Integrated Noise Model (INM)
inter (prefix)	words with the prefix “inter” are always one word (no hyphen)
InterCEP	Interagency Collaborative Environmental Process (InterCEP)
intermodal	(one word)
Internet	Capitalize
Intra (prefix)	words with the prefix “intra” are always one word (no hyphen)
intro	words with the prefix “intro” are always one word (no hyphen)
IPCC	Intergovernmental Panel on Climate Change (IPCC)
IPG	Intermodal Planning Group (IPG)
IPM	Integrated Pest Management (IPM)
IR	infra-red (IR)
IRC	Intergovernmental Resource Center (IRC)
ISO	International Standards Organization (ISO)
ISTEA	Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA)
ITD	Idaho Transportation Department (ITD)
ITE	Institute of Transportation Engineers (ITE)
ITS	Intelligent Transportation System (ITS)
its	possessive of “it”
it’s	conjunction of “it is”
IVHS	Intelligent Vehicle/Highway System (IVHS)
IWWW	In-Water Work Window (IWWW)
J	joule
J/K	joule per kelvin
J/kg	joule per kilogram
J/(kgK)	joule per kilogram kelvin
J/m <sup>3</sup>	joule per cubic meter
J/mol	joule per mole
J/(molK)	joule per mole kelvin
JARC	Job Access and Reverse Commute (JARC)
JARPA	Joint Aquatic Resource Permit Application (JARPA)
JAWS	Juneau Aviation Wind Study (JAWS)
JMF	Job Mix Formula (JMF)
jobsite	(one word)
JPACT	Joint Policy Advisory Committee on Transportation (JPACT)
judgment	(one word)

k	kilo ( $10^3$ ), thousand, kilobyte
k $\Omega$	kilohm
K	kelvin
K baud	
kA	kiloampere
kbps	kilobits per second (kbps)
kb	kilobyte
kcal	kilocalorie
KCDOT	King County Department of Transportation (KCDOT)
kmil	Thousand Circular Mil ( <i>wire size; formerly MCM</i> )
keV	kiloelectronvolt
kg	kilogram
kg/m <sup>3</sup>	kilogram per cubic meter
kHz	kilohertz
kJ	kilojoule
km	kilometer
kn	knot
kPa	
kV	kilovolt e.g., 500-kV transmission line — hyphenate when it modifies
kVA	kilovoltampere
kVAR	
kW	kilowatt
kWh	kilowatt-hour
l	liter — usually spell this out to avoid confusion
l/s	liter per second
La Center	use a <i>non-breaking</i> space
LAN	local area network (computers)
landowner	(one word)
land-use data	<i>adj.</i>
LAS	Labor Area Summary (LAS)
Las Vegas	(spelling)
LDP	local datum plane (LDP)
lb	use for both singular and plural (pound, pounds) – <i>never use lbs</i>
LCDC	Land Conservation and Development Commission (LCDC)
LCOG	Lane Council of Governments (LCOG)laptop
LCP	Least Cost Planning (LCP)
LDB	large-diameter boreholes (LDB)
Ldn	Day-night equivalent sound level
LE	Listed Endangered
LEED	Leadership in Energy and Environmental Design (LEED)
LEO	low earth orbiting (LEO) [satellite]
Leq	equivalent continuous noise level (Leq) (4 db exchange rate)
L <sub>dn</sub>	24-hour, time-wieghted, A-weighted sound level
L <sub>eq</sub> (h)	hourly equivalent sound level
L <sub>max</sub> or L <sub>m</sub> ?	Maximum noise level
LEV	Low Emission Vehicle (LEV)
LNG	liquefied natural gas (LNG)
light-gauge	(hyphenated)
lightweight	(one word)
LIGO	Laser Interferometric Gravitational Observatory (LIGO)

line-of-site	(hyphenated)
line up	<i>verb</i>
lineup	<i>noun</i> (one word)
liquidtight	(one word)
lm	lumen
lm/m <sup>2</sup>	lumen per square meter
lm/W	lumen per watt
LMC	lane miles of congestion (LMC)
lms	lumen second
LOC	Library of Congress
locknut	(one word)
LOI	level of importance (LOI)
LOMR	Letter of Map Revision (LOMR)
long-range	(hyphenated)
longstanding	(one word)
long term	<i>noun</i> : “in the long term...”
long-term	<i>adjective</i> : “long-term involvement...”
loop sheet	(two words)
LOS	level-of-service (LOS) ( <i>a congestion index, on a grading scale of A thru F</i> )
Los Angeles	(spelling)
LPA	Locally preferred alternative (LPA)
LPG	Long-Range Planning Group (LPG)
LS	Lump Sum (LS)
LRFD	Load Resistance Factor Design (LRFD)
LRS	Linear Referencing System
LRT	Light Rail Transit (LRT)
LRV	Light Rail Vehicle (LRV)
LT	Listed Threatened ( <i>environmental</i> )
lunchroom	(one word)
LUST	Leaking Underground Storage Tank (LUST)
LUTRAQ	Land Use/Transportation/Air Quality Connection Study (LUTRAQ)
LWCFA	Land and Water Conservation Fund Act (LWCFA)
LWD	large woody debris (LWD)
LWI	Local Wetlands Inventory (LWI)
lx	lux
m	milli
m	meter
M	mega
M	million
M	molar
m-1	number per meter
m <sup>2</sup>	square meter
m <sup>3</sup>	cubic meter
m/s	meter per second
m/s <sup>2</sup>	meter per second squared
m <sup>3</sup> /s	cubic meter per second
m <sup>3</sup> /kg	cubic meter per kilogram
MΩ	megohm
μ	micro
μA	microampere

μF	microfarad
μg	microgram
μH	microhenry
μm	micrometer
μs	microsecond
μW	microwatt
mA	milliampere
MAB	Metropolitan Area Boundary (MAB)
mAdc	milliampere direct current
MADIS	Meteorological Assimilation Data Ingest System (MADIS)
magnehelic	(spelling)
magnification	X (e.g., 5X)
mainstream	(one word)
majority	must have a group to use “majority;” if you mean “most,” use “most” e.g., “The majority of the gifts were wrapped” <i>or</i> “Most of the project is complete.”
makeup	(one word)
manmade	(one word)
M.Arch.	Master of Architecture (degree)
matrices	<i>plural</i>
matrix	<i>singular</i>
max.	maximum
MAX	Metropolitan Area Express (MAX)
MB	Megabyte (1,024 kilobytes; 1MB=1048576 bytes)
mb	millibar
MBA	Master of Business Administration (degree)
MBTA	Migratory Bird Treaty Act (MBTA)
Mbyte	megabyte
MCACES	(USACE) Micro Computer-Aided Cost Engineering System
MCEER	Multidisciplinary Center for Earthquake Engineering Research (MCEER)
mCi	millicurie
MCM	Now use “KCmil” Thousand Circular Mil ( <i>wire size; formerly MCM</i> )
MDNS	Mitigated Determination of Non-Significance (MDNS)
me	“Please call him or me with the correct information.”
media	<i>plural</i>
medium	<i>singular</i>
memoranda	<i>plural</i>
memorandum	<i>singular</i>
MEP	mechanical, electrical, and plumbing (engineering discipline)
meq	milliequivalent
metal-clad	(hyphenated)
MeV	megaelectronvolt (million electron volt)
MFTP	Manual of Field Test Procedures (ODOT)
mG	milligauss
mg	milligram
MGD <i>or</i> mgd	million gallons per day
mH	millihenry
MHHW	Mean High High-Water (MHHW)
MHW	mean high water
MHz	megahertz

mi	mile
MI	Minority Institutions
MIA	Major Investment Analysis (MIA)
microelectronic	(one word)
µg/L	micrograms per liter (µg/L)
min	minute
min.	minimum
mis (prefix)	words with the prefix “mis”are always one word (no hyphen)
MIS	Major Investment Study (MIS)
ml	milliliter
MLLW	Mean Low Low-Water (MLLW)
MLT	Material Licensing Tracking System (MLT)
mm	millimeter
MMA	Monorail Manufacturers’ Association (MMA)
MMG	Matrix Management Group (MMG)
mo%	mole percent
MOA	Memorandum of Agreement (MOA)
MOBIS	Management, Organization, and Business Improvement Service
mockup	(one word)
mol	mole
mol wt	molecular weight
mol/m <sup>3</sup>	molecules per cubic meter
MOS	Minimum operable segment (MOS)
MOU	Memorandum of Understanding (MOU)
MP	Maintenance Plan (air quality)
MP	Milepost
MPA	Master of Public Administration (degree)
MPD	Managing Project Delivery
Mph	miles per hour
MPO	Metropolitan Planning Organization (MPO)
MSA	Magnuson-Stevens Fishery Conservation and Management Act (MSA)
MSAT	Mobile source air toxics (MSAT)
MSC	Minor Structure Concrete (MSC)
MSCVE	Measurement Standards and Commercial Vehicle Enforcement (MSCVE)
MSDS	material safety data sheet (MSDS)
MSE	Mechanical Stabilized Earth (MSE)
MSFCMA	Magnuson-Stevens Fishery Conservation and Management Act of 1976 (MSFCMA)
MSPC	Merit Systems Protection Board
MTCA	Model Toxics Control Act (MTCA)
MTFA	Master Transportation and Finance Agreement (MTFA)
MTIP	Metropolitan Transportation Improvement Program (MTIP)
MTP	Metropolitan Transportation Plan (MTP)
MTP	Maintenance of Traffic Plan (MTP)
MTPY	million tons per year (MTPY)
Muckleshoot	(federally recognized Indian Tribe)
multi (prefix)	words with the prefix “multi”are always one word (no hyphen), e.g., multimodal
MUO	Mixed Use Overlay (MUO)
MUP	Multi-Use Path (MUP)
MUTCD	Manual on Uniform Traffic Control Devices (MUTCD)

	<i>(for Streets and Highways, FHWA, U.S. Department of Transportation)</i>
MVET	Motor Vehicle Excise Tax (MVET)
MVM	motor vehicle miles
MW	megawatt
myself	<i>reflexive pronoun</i> (use only when referring to an action on yourself “I accidentally cut myself with the knife.” NOT “Make a copy for Joe and myself.” — Use the word “me.”
<u>N or N</u>	normal (concentration)
n	nano ( $10^{-9}$ )
N	newton
nA	nanoampere
N/A	not applicable, not available
NAAQS	National Ambient Air Quality Standards (NAAQS)
NAF	Nonappropriated Funds
NAFTA	North American Freight Treaty Alliance (NAFTA)
NAGPRA	Native American Graves Protection and Repatriation Act (NAGPRA)
NAICS	North American Industry Classification System
NARA	(U.S.) National Archives and Records Administration
NASA	(U.S.) National Aeronautics and Space Administration
nationwide	(one word)
NAVFAC	Naval Facilities Engineering Command
NAWQA	National Water Quality Assessment (NAWQA)
NB	northbound (NB)
NBIS	National Bridge Inspection Standards (NBIS)
NC	noise criteria (NC)
NCAR	National Center for Atmospheric Research (NCAR)
NCD	National Council on Disability
NCDC	National Climatic Data Center (NCDC)
NCEP	National Centers for Environmental Prediction (NCEP)
NCHRP	National Cooperative Highway Research Program (NCHRP)
nci	nanocuries
NCPD	National Corridor Planning and Development Program (NCPD)
NCR	Non-Conformance Reports (NCR)
NCUA	National Credit Union Administration
NDT	non-destructive testing (NDT)
NEA	National Endowment for the Arts
NEC	National Electrical Code (NEC)
NEHRP	National Earthquake Hazard Reduction Program (NEHRP)
NEMA	National Electrical Manufacturer’s Association (NEMA)
NEPA	National Environmental Policy Act (NEPA)
NERC	North American Electric Reliability Council (NERC)
NESC	National Electrical Safety Code (NESC)
NEXRAD	radar data available via NOAAPORT (a satellite-delivered subscription service) and via the web at <a href="http://weather.noaa.gov/radar/national.html">http://weather.noaa.gov/radar/national.html</a> .
nF	nanofarad
NFA	No Further Action (NFA)
NAVFAC	Naval Facilities Engineering Command (NAVFAC)
NCHRP	National Cooperative Highway Research Program (NCHRP)
NFPA	National Fire Protection Association (NFPA)
NFS	National Forest Service (NFS)

NGA	National Gallery of Art
NHS	National Highway System (NHS)
NHPA	National Historic Preservation Act (NHPA)
NHS	National Highway System (NHS)
NHTSA	National Highway Traffic and Safety Administration (NHTSA)
NIGC	National Indian Gaming Commission (NIGC)
NIST	National Institute of Standards and Technology (NIST)
NJDEP	New Jersey Department of Environmental Protection (NJDEP)
NLRB	National Labor Relations Board
N/m	newton per meter
Nm	newton meter
Nm <sup>3</sup>	normal cubic meters
NMFS	National Marine Fisheries Service (NMFS)
NOAA	National Oceanic and Atmospheric Administration (NOAA)
nobody	(one word)
no-build	(hyphenated)
NOI	Notice of Intent (NOI)
non (prefix)	words with the prefix “non” are usually one word (no hyphen) exceptions are words beginning with “n,” e.g., non-negotiable
nonpotable	(one word)
no one	(two words: <i>Never</i> use “noone”)
north	abbreviated “N.” or “N” <span style="float: right;"><i>not</i> “No.” or “NO”</span>
NOT	Notice of Termination (NOT)
NO <sub>x</sub>	nitrogen oxide (NO <sub>x</sub> )
NO <sub>2</sub>	nitrogen dioxide
Np	Neper
NPDES	National Pollutant Discharge Elimination System (NPDES)
NPIAS	National Plan of Integrated Airport Users (NPIAS)
NPL	National Priority List (NPL)
NPS	National Park Service (NPS)
NPS	Nominal Pipe Size (dimensionless)
NPV	net present values (NPV)
NRCA	Natural Resources Conservation Area (NRCA)
NRC	Nuclear Regulatory Commission
NRCS	National Resources Conservation Service (NRCS), U.S. Dept. of Agriculture ( <i>formerly the Soil Conservation Service (SCS)</i> )
NRHP	National Register of Historic Places (NRHP)
ns	nanosecond
NSA	National Scenic Area (NSA)
NSF	National Science Foundation
NTCIP	National Transportation Communications for ITS Protocol (NTCIP)
NTE	Not to Exceed (NTE)
NTIS	National Technical Information Service
NTP	Not to Proceed (NTP)
NTSB	National Transportation Safety Board
NTU	nephelometric turbidity units
Nunnally Lake	
nW	nanowatt
NWI	National Wetland Inventory (NWI)
NWP	Nationwide Permit (NWP)

NWR	National Wildlife Refuge (NWR)
NWS	National Weather Service (NWS)
NYCEDC	New York City Economic Development Corporation (NYCEDC)
O/D	Origin/Destination
O&M	Operations & Maintenance (O&M)
O-ring	(hyphenated)
o.c.	on center
o.d.	outside diameter
OAHP	Office of Archaeology and Historic Preservation (OAHP)
OAME	Oregon Association of Minority Entrepreneurs
OAR	Oregon Administrative Rules (OAR)
OCS	Obstacle Clearance Surface (OCS)
ODA	Oregon Department of Agriculture (ODA)
ODEQ	Oregon Department of Environmental Quality (ODEQ)
ODFW	Oregon Department of Fish and Wildlife (ODFW)
ODOT	Oregon Department of Transportation (ODOT)
ODSL	Oregon Division of State Lands (ODSL)
OEI	One Engine Inoperative (OEI)
OEODC	replace with “Office of Civil Rights”
OF	outfall
off-machine	(hyphenated)
OFHEO	Office of Federal Housing Enterprise Oversight
OFM	(Washington State) Office of Financial Management (OFM)
ohm	electrical unit of measurement
ohmmeter	(one word)
OHP	Oregon Highway Plan (OHP)
OHWM	Ordinary Higher Water Mark (OHWM)
OIRA	Office of Information and Regulatory Affairs
OMB	Office of Management and Budget
onboard	(one word)
ongoing	(one word)
on-call	(hyphenated)
ONHP	Oregon Natural Heritage Program (ORNHP)
on-line	(hyphenated)
on-machine	(hyphenated)
onsite, offsite	<i>adjective</i> (one word), no hyphen
on site, off site	<i>noun</i> (two words)
one-half	(hyphenated)
one-on-one	(hyphenated)
OPI	Overseas Private Investment Corporation
OPM	Office of Personnel Management
ORNHIC	Oregon Natural History Information Center (ORNHIC)
OR-OSHA	Oregon Occupational Safety and Health Administration (OR-OSHA)
ORPP	Oregon Rail Passenger Policy and Plan (ORPP)
ORS	Oregon Revised Statutes (ORS)
ORULE	Oregon Rail Users League (ORULE)
ORV	off road vehicle (ORV)
OSD	Office of the Secretary of Defense
OSFM	Oregon State Fire Marshal (OSFM)
OSHA	Occupational Safety and Health Administration (OSHA)

OSHRC	Occupational Safety and Health Review Commission
OTIA	Oregon Transportation Investment Act (OTIA)
OTP	Oregon Transportation Plan (OTP)
OTREC	Oregon Transportation Research and Education Consortium (OTREC)
OTSAP	Oregon Transportation Safety Action Plan (OTSAP)
out-compete	(hyphenated)
out (prefix)	words with the prefix “out” are always one word (no hyphen)
over (prefix)	words with the prefix “over” are always one word (no hyphen)
overcurrent	(one word)
overcrossing	(one word)
override	(one word)
overspend	(one word)
OVM	organic vapor meter (OVM)
Owner	Capitalize when referring to THE <i>specific</i> Owner (as in a contract)
owner	Use lower case when referring to owners in general
Owner’s Representative	Capitalize
OWRD	Oregon Water Resources Department
oz	ounce
Ω	ohm
∅	phase or diameter
%	percent (spell out – use symbol only in tables)
p	pico ( $10^{-12}$ )
P	peta ( $10^{15}$ )
PA	Participating Agency
pA	picoampere
Pa	Pascal (pressure)
PAC	Project Advisory Committee (PAC)
Pacific Flyway	Capitalize
PADS	PCB Activity Database System (PADS)
PAG	Project Advisory Group (PAG)
PAH	polyaromatic hydrocarbons (PAH)
PAH	polynuclear aromatic hydrocarbon (PAH)
PAN	Practice Area Network (PAN)
panelboard	(one word)
PANYNJ	Port Authority of New York/New Jersey
Park-and-Ride OR park-and-ride	(hyphenated) <i>not</i> Park & Ride <i>not</i> P&R
part-time	(hyphenated)
particle board	(two words)
PASS	Procurement Automated Source System
PB	Parsons Brinckerhoff (PB)
PBAC	
PBGC	Pension Benefit Guaranty Company
PBQD	Parsons Brinckerhoff Quade & Douglas (PBQD)
PC	Peace Corps
PC	Project Coordinator (PC)
PCA	printed circuit assembly (PCA)
PCA/SMT	printed circuit assembly/surface-mounted technology (PCA/SMT)
PCB	polychlorinated biphenyl (PCB)

PCI	Precast/Prestressed Concrete Institute (PCI)
PDC	Portland Development Commission (PDC)
PCE	Passenger Car Equivalents (PCE)
PCM	Project Controls Manager (PCM)
PCP	Pollution Control Plan (PCP)
PDF	portable document format (Adobe Acrobat)
PDR	Public Disclosure Request (PDR)
PDT	Project Development Team (PDT)
PE	Proposed Endangered (PE)
PE	Preliminary Engineering (PE)
PE	Professional Engineer (PE)
PEC	Potential Environmental Conditions (PECs)
PEM	palustrine emergent (PEM)
PEMC	Palustrine Emergent Seasonally Flooded (PEM)
PEV	Personalized Electric Vehicles (PEV)
pF	(picofarad)
PF	Pay Factor of a constituent (PF)
PFO	palustrine forested (PFO)
PG	Professional Geologist
PGE	Portland General Electric (PGE)
pH	
PHA	Peak Horizontal Acceleration (PHA)
Ph.D. or PhD	<i>(be consistent throughout document)</i>
PHF	Peak Hour Factor (PHF)
photohelic	(spelling)
PHS	Priority Habitat and Species (PHS)
PIA	Portland International Airport
PIANC	Permanent International Association of Navigation Congresses
PIC	Principal-in-Charge
PID	photo ionization detector (PID)
PIP	Program Implementation Plan (PIP)
pipeline	(one word)
plasterboard	(one word)
plf	pounds per linear foot (plf)
PLS	Professional Land Surveyor (PLS)
p.m.	Evening, not pm or PM
PM	Project Manager (PM)
PM	particulate matter
PMA	
PMBB	Plant Mixed Bituminous Base (PMBB)
PMG	Project Management Group (PMG)
PMP	Project Management Plan (PMP)
PMS	Pavement Management System (PMS)
PMT	Project Management Team (PMT)
PNNL	Pacific Northwest National Laboratory (PNNL)
POC	Point of Contact
POD	Pedestrian-Oriented Development (POD)
policymakers	(one word)
policymaking	(one word)
POM	polycyclic organic matter

Portland cement	Capitalize “Portland”
lb	pound, pounds <i>not</i> lbs
POL	petroleum-oil-lubricant (POL) (refers to a dock)
POW	palustrine open water (POW)
PowerPoint	(software program)
post (prefix)	words with the prefix “post”are usually one word (no hyphen)
ppb	parts per billion
ppi	pels per inch
PPIRS	Past Performance Information Retrieval System
ppm	parts per million parts per million parts, a measurement of concentration on a weight or volume basis. This term is equivalent to milligrams per liter (mg/L) which is the preferred term.
ppmvd	parts per million volume dry
PPP	Public-Private Partnership
PPP	PublicParticipation Plan (PPP)
PRC	software package
pre (prefix)	words with the prefix “pre”are usually one word (no hyphen—except when next letter is an e; few exceptions)
Preferred Alternative	<i>Capitalize</i>
pro-active	(hyphenated)
ps	picosecond
PSC	Product/Service Code
PSE	Puget Sound Energy (PSE)
PS&E	Plans, Specifications, and Estimates
psi	pounds per square inch
psia	pounds per square inch, absolute
psig	pounds per square inch, gauge
PSC	Project Sponsors Council (PSC)
PSCAA	Puget Sound Clean Air Agency (PSCAA)
psf	pounds per square foot (psf)
PSHA	Probabilistic Seismic Hazard Analysis (PSHA)
PSMP	Pedestrian Safety and Mobility Program
PSRC	Puget Sound Regional Council (PSRC)
PSS	Palustrine scrub-shrub
PST	Project Steering Team (PST)
PT	Proposed Threat (PT)
PT	Potential Transformer (PT)
PTAC	Procurement Technical Assistance Center
PTBA	Public Transportation Benefit Area (PTBA)
PTI	Post-Tensioned Institute (PTI)
PTMS	Public Transportation Management System (PTMS)
PTR	permanent traffic recorder (PTR)
PTSP	Public Transportation Systems Program (PTSP)
PUC	Public Utility Commission (PUC) (State of OR)
punch list	(two words)
push button	<i>n.</i> (two words)
push-button	<i>adj.</i> (hyphenated)
Puyallup	(federally recognized Indian Tribe and town)
PVC	polyvinyl chloride (PVC)

PVMATS	Portland-Vancouver Metropolitan Area Transportation Study (PVMATS)
pW	Picowatt
PWTF	Public Works Trust Fund (PWTF)
QA	quality assurance
QC	Quality Control (QC)
QL	Quality Level (QL)
QPL	Qualified Products List (QPL)
R	roentgen
R2OW	riverine, lower perennial, open water (R2OW)
R3OW	riverine, upper perennial, open water (R3OW)
R2SP	riverine, lower perennial, stream bed (R2SB)
R&D	research and development
RA	Registered Architect
RA	Risk Assessment (RA)
RAATS	RCRA Administrative Tracking Action System (RAATS)
RACMs	Reasonable Available Control Measures (RACMs)
RACT	Reasonable Available Control Technology (RACT)
rad	(radian)
rad/s	radian per second
rad/s <sup>2</sup>	radian per second squared
railcar	(one word)
RAM	random access memory (RAM)
RAP	Reclaimed Asphalt Concrete Pavement (RAP)
RAP	Rural Arterial Program (RAP)
RAS	Remedial Action Scheme (RAS)
RAWS	Remote Automated Weather System (RAWS)
RCL	Remote Control Locomotive (RCL)
RCRA	Resource Conservation and Recovery Act (RCRA)
RCRIS	Resource Conservation and Recovery Information System (RCRIS)
RCW	Revised Code of Washington (RCW)
re (prefix)	words with the prefix “re” are usually one word (no hyphen—except when next letter is an “e” e.g., re-estimate)
REA	Rural Electric Association (REA) (U.S. Department of Agriculture)
REA	Revised Environmental Assessment (REA)
real-time	(hyphenated)
Reconnaissance	(spelling)
Regionwide	(one word)
Reked	brand name
REO	Regional Ecosystem Office
REO	Real Estate Officer (REO)
reorganize	(one word)
restroom	(one word)
RFID	Radio Frequency Identification (RFID)
RFP	Request for Proposal (RFP)
RFQ	Request for Qualifications (RFQ)
RI	radio interference (RI)
RID	Road Improvement District (RID)
right-of-way	<i>adj.</i> (hyphenated)
right of way	<i>noun</i> (no hyphen)
rights of way	<i>noun, pl.</i> (no hyphen)

RILS	Regional Industrial Land Supply (RILS)
RIN	Risk Identification Number
Rio Grande	name of city
RJT	Route Jurisdiction Transfer (RJT)
RLA	Registered Landscape Architect (RLA)
RLIS	Regional Land Information System (RLIS)
RMA	Radio Manufacturers Association (RMA)
RMA	Rubber Manufacturers Association (RMA)
RPU	Remote Processing Unit (RPU)
RMP	Resource Management Plan (RMP)
rms	root mean square
RO	reverse osmosis (RO)
ROBROY	<i>electric vendor</i> All caps
ROD	Record of Decision (ROD)
rollup	(one word)
ROW	right of way (ROW)
RPC	Regional Planning Council (RPC)
RPC	Rare Plant Crew
RPEC	Recognized and Potential Environmental Conditions (RPECs)
RPLS	Registered Professional Land Surveyor
rpm	revolutions per minute (rpm)
RPTA	Regional Public Transportation Authority (RPTA)
RRB	Railroad Retirement Board
RSA	runway safety area (RSA)
RSVs	rig supply vessels (RSVs)
RTAC	Regional Transportation Advisory Committee (RTAC)
RTC	( <i>Southwest Washington</i> ) Regional Transportation Council (RTC)
RTC	Real Time Control (RTC)
RTFM	Regional Travel Forecasting Model (RTFM)
RTG	rubber-tired gantry ( <i>European spelling: rubber-tyred gantry</i> )
RTO	Regional Transmission Organization (RTO)
RTP	Regional Transportation Plan
RTPO	Regional Transportation Planning Organization (RTPO)
RUGGO	Regional Urban Growth Goals and Objectives (RUGGO)
runoff	(one word)
run-time	(hyphenated)
RV	Recreational Vehicle (RV)
RWIS	Road Weather Information System (RWIS)
s or sec	second
SAC	“ “ (Washington version of CETAS)
SAE	Society of Automotive Engineers (SAE)
SAFETEA	Safe, Accountable, Flexible, Efficient Transportation Equity Act (a federal Highway Trust Fund)
SAFETEA-LU	Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (a federal Highway Trust Fund)
SAME	Society of American Military Engineers
Sammamish	a town in Washington
SAR	Synthetic Aperture Radar (SAR)
SARA	Superfund Amendments and Reauthorization Act (SARA)
SASS	Sponsor Agency Senior Staff

SASSI	Salmonid Stock Inventory (SASSI)
SB	southbound (SB)
SBA	(U.S.) Small Business Administration
SBSA	Small Business Set-Aside
SBSS	Small Business Source System
SC	Sensitive-Critical (environmental)
Scappoose	name of city
SCFGRRP	Salmon Creek/Fairgrounds Regional Road Plan—Clark County (SCFGRRP)
scfm	standard cubic feet per minute (scfm)
Schedule 40	Capitalize
SCP	Small City Program (SCP)
scrub-shrub	hyphenated
SCS	Soil Conservation Service (SCS) This was the old name— <u>Now called:</u> NRCS Natural Resource Conservation Service (NRCS)
SDA	Small Disadvantaged Business
SDEIS	Supplemental Draft Environmental Impact Statement
SDVOB	Service-disabled Veteran-owned Business
SeaTac	name of city near Seattle (no hyphen)
Sea-Tac	Seattle-Tacoma (Sea-Tac) International Airport (hyphenated)
SEC	Securities and Exchange Commission
SECC	State Emergency Coordination Center (SECC)
SEE	Safety Evaluation Earthquake (SEE)
SEIS	Supplemental Environmental Impact Statement (SEIS)
self- (prefix)	words with the prefix “self-” are always hyphenated
semi (prefix)	words with the prefix “semi” are always one word (no hyphen) “semi” means “half” (e.g., semimonth means every half month)
sensitive species	<i>not</i> capitalized
SEP-14	Special Experimental Project-14 (SEP-14)
SEPA	State Environmental Policy Act (SEPA)
setpoint	(one word)
setscrew	(one word)
SF254	Standard Form 254
SF255	Standard Form 255
SF330	Standard Form 330
SGCA	Western Sage Grouse Conservation Agreement (SGCA)
SHAKE	(This is the name of a software package)
shiplapped	(one word)
short circuit	(two words)
short term	<i>noun</i> : “in the short term,…”
short-term	<i>adj.</i> as in “short-term involvement…” (hyphenated)
SHPO	State Historic Preservation Office (SHPO)
shrub-steppe	(hyphenated)
shut down	<i>verb</i>
shutdown	<i>noun</i> (one word)
SHWS	State Hazardous Waste (SHWS)
SI	International System of Units (SI) (Système Internationale)
SI	Smithsonian Institute
SI&A	structural, inventory, and appraisal (SI&A)
sic	means “passage is as it was in the original” or “not a mistake, read as it stands”

SIC	Standard Industrial Classification (System)
SIGTTO	Society of International Gas Tanker and Terminal Operators (SIGTTO)
single circuit	(two words)
single-line	As in “single-line diagram”
SIP	State Implementation Plan
SIT	Surveyor-in-Training
site work	(two words)
SLNG	Southern LNG ( <i>an El Paso company</i> )
SMA	Shoreline Management Act (SMA)
SMA	Special Management Area (SMA)
SMPS	Society for Marketing Professional Services
SMS	Safety Management System (SMS)
SMT	Surface-mounted technology (SMT)
SNOTEL sites	remote snow survey telemetry sites
Snoqualmie	(Indian Tribe)
snowplow	(one word)
SNR	Sensitive Noise Receptors
SO <sub>2</sub>	sulfur dioxide
SOC	( <i>Federal</i> ) Species of Concern
Sol	Species of Interest
solid-state	(hyphenated)
SONC	Southern Oregon-Northern California (SONC)
somebody	(one word)
somewhat	(one word)
south	abbreviated “S.” <i>not “So.”, not “SO”</i>
SOV	Single-Occupant Vehicle (SOV)
SOW	Statement of Work (SOW)
SPAB	Site Planning Advisory Board (SPAB)
SPAR	Sammamish Plateau Access Road (SPAR)
SPCC	Spill prevention, control, and countermeasures
species of concern	<i>not capitalized</i>
SPG	Strategic Planning Group (SPG)
SPILLS	<i>Spill Data</i>
SPIS	Safety priority index system (SPIS)
SPL	Sound Pressure Level
sportsmen’s	<i>not sportsman’s</i>
spreadsheet	(one word)
SPT	Standard Penetration Test (SPT)
SPUI	Single-point urban interchange (SPUI) [such as I-5/99 <sup>th</sup> Street, SR-500/Andresen]
SQG	small quantity generators (SQG)
sr	steradian
SR 500	use a <i>non-breaking</i> space, <i>not</i> SR-500 or SR500 or State Route 500 ( <i>Note: MTP uses SR-</i> )
SRA	Sensitive Resource Areas
SRCM	Soil and Rock Classification Manual (SRCM) ( <i>ODOT</i> )
SRSAM	Salmon Resource Sensitive Area Mapping <i>project</i>
SSA	Social Security Administration
SSAC	Special Services Advisory Committee (SSAC)
SSHAP	Steelhead Habitat Inventory and Assessment Program (SSHAP)

SSPC	Steel Structures Painting Council (SSPC)
SSTS	Section 7 (FIFRA) Tracking System
St. Johns	use a <i>non-breaking</i> space
STAA	Surface Transportation Assistance Act (STAA)
stand-alone	(hyphenated)
start up	<i>verb</i>
startup	<i>noun</i>
state of Oregon	but Oregon State; lower case when it precedes a name; caps after
state-of-the-art	(hyphenated)
statewide	(one word)
std	
step-down	adj. as in “a step-down transformer
<b>STHB</b>	<b>Stacked Transit/Highway Bridge</b>
STIP	Statewide Transportation Improvement Program (STIP)
STP	Surface Transportation Program
STP-C	Surface Transportation Program – Competitive grant
STP-E	Surface Transportation Program – Enhancement grant
STP-TMA	Surface Transportation Program – Transportation Management Area grant
stoma	<i>plural</i>
stomata	<i>singular</i>
stormwater	“stormwater” preferred, but “storm water” accepted—be consistent
STRAHNET	Strategic National Defense Highway Network (STRAHNET)
strata	<i>plural</i>
stratum	<i>singular</i>
sub (prefix)	words with the prefix “sub”are usually one word (no hyphen), except when next letter is a b
subfloor	(one word)
subsurface	(one word)
Sumpter	A city in Oregon
super (prefix)	words with the prefix “super”are always one word (no hyphen) e.g., supercalender
<b>SUMDES</b>	<b>?</b>
Sv	sievert
SVOCs	semivolatile organic compounds (SVOCs)
Swagelok	Proper noun—capitalize
SWAPCA	<del>Southwest Washington Air Pollution Control Authority</del> ( <i>now renamed SWCAA</i> )
SWCAA	Southwest Clean Air Agency (SWCAA) <i>previously Southwest Washington Air Pollution Control Authority</i>
SWF/LF	Solid Waste Facility/Landfill
switchgear	(one word)
SWPI	Southwest Parallel Interceptor (SWPI)
SWPP	Storm Water Pollution Prevention (SWPP)
t	ton
t	metric ton (tonne)
T	tera (10 <sup>12</sup> )
T	tesla
T	Tolerances, AASHTO Test Method
T-frame	(hyphenated)
T&E	Threatened and Endangered (T&E)
T&E	test and evaluation (T&E)

T&M	Time and Materials (T&M)
tabletop	(one word)
TAC	Technical Advisory Committee (TAC)
takeoff	(one word)
takeout	(one word)
TAZ	Transportation Analysis Zone
TBD	To Be Determined
TBD	Transportation Benefit District
TBM	tunnel boring machine (TBM)
TC	Transit Center (TC)
TCMs	Transportation Control Measures
TCP	traditional cultural property (TCP)
TCP	Toxics Cleanup Program (TCP)
TCRP	Transit Cooperative Research Program (TCRP)
TCSP	Transportation, Community, and System Preservation Program (TCSP)
TCU	Tribal Colleges and Universities
TDA	United States Trade and Development Agency
TDM	Transportation Demand Management (TDM)
TDML	Total Daily Mass Loading
TDP	Temperature Data Program (TDP)
TDP	Transit Development Program (TDP)
TDR	Transfer Development Rights (TDR)
TDS	total dissolved solids (TDS)
TEA-21	Transportation Equity Act for the 21 <sup>st</sup> Century (TEA-21)
teamwork	(one word)
TERPS	<i>United States Standard for Terminal Instrument Procedures (TERPS)</i>
TESC	Temporary Erosion and Sediment Control (TESC)
TEU	twenty-foot equivalent units
TGM	Transportation Growth Management (TGM)
threatened species	<i>not capitalized</i>
through	use “thru” in tables only
TIA	Transportation Improvement Account
TIB	Transportation Improvement Board (TIB)
tie in	<i>verb</i>
tie-in	<i>noun</i>
TIF	Traffic Impact Fees
timeframe	(one word)
TIMACS	Transportation Information Management and Control System
timesheet	(one word)
TIN	Taxpayer Identification Number
TIP	Transportation Improvement Program (TIP)
TIPIT	Transportation Improvement Program Involvement Team (TIPIT)
TM	Test Method (TM) (ODOT)
TMA	Transportation Management Area
TMC	Traffic Management Center (TMC)
TMDL	Total Maximum Daily Load (TMDL)
TMS	Transportation Management Systems (TMS)
TMUG	Transportation Model Users’ Group (TMUG)
TMZ	Transportation Management Zone (TMZ)
TNC	The Nature Conservancy (TNC)

TNM	Transit Noise Model
TOC	Transportation Options Committee (TOC)
TOC	total organic carbons (TOC)
TOD	Transit-Oriented Development (TOD)
toeplate	(one word)
ton	no abbreviation
tonnage	(spelling)
topcoat	(one word)
toward	<i>always</i> use “toward” rather than “towards”
TPAC	Transportation Policy Advisory Committee (TPAC)
TPAU	<i>Oregon Department of Transportation’s</i> Transportation Planning Analysis Unit (TPAU)
tpd	tons per day (tpd)
tph	tons per hour (tph)
TPP	Transportation Partnership Program (TPP)
TPR	Transportation Planning Rule (TPR)
tpy	tons per year (tpy)
traffic-volume	<i>adj.</i> as in “traffic-volume estimate” (hyphenated)
travel-demand	<i>adj.</i> as in “travel-demand forecast” (hyphenated)
TRB	Transportation Research Board
TriMet	Tri-County Metropolitan Transportation District
TRIP	Transit Research Innovation Program (TRIP)
TRIS	Toxic Chemical Release Inventory System (TRIS)
TRO	Traffic Relief Options (TPO)
True Union	(two words, brand name)
TS&L	Type, Size, and Location
TSA	Transportation Security Administration (TSA)
TSCA	Toxic Substances Control Act (TSCA)
TSD	Treatment, Storage, and Disposal (TSD)
TSM	Transportation System Management (TSM)
TSP	total suspended particulates
TSP	Transportation System Plan
TSRM	Technical Services Resource Manager (TSRM)
TSS	total suspended solids (TSS)
Tukwila	City near Seattle
turnaround	(one word)
turnkey	(one word)
TV	Target Value (TV)
TVA	Tennessee Valley Authority
TVI	television interference (TVI)
two-way	(hyphenated)
twofold	<i>adj.</i> (one word)
bearing type	When using “type,” do not precede with hyphen; simply say “bearing type”
u	atomic mass unit (unified)
U-drain	(hyphenated)
UAB	Urban Area Boundary (UAB)
UATA	Urban Arterial Trust Account (UATA)
UBC	Uniform Building Code (UBC) (as adopted by the State of Oregon)
UDAG	Urban Design Advisory Group
UF	ultra filter (UF)

ug	microgram (ug)
UGA	Urban Growth Area (UGA)
UGB	Urban Growth Boundary (UGB)
ul	microliter (ul)
UL	Underwriters' Laboratory (UL)
ultrahigh	(one word)
ultrapure	(one word)
um	micrometer (um)
umho <i>or</i> use microsiemen	micromho
uM	micromolar
umol	micromole
um	micron, micrometer
UP	Union Pacific (UP) <i>Railroad</i>
UP/SP	Union Pacific/Southern Pacific Railroad
upfront	(one word)
UPC	Universal Product Code
UPC	Uniform Plumbing Code (UPC) <i>(as adopted by the State of Oregon)</i>
UPRR	Union Pacific Railroad (UPRR)
UPWP	Unified Planning Work Program (UPWP)
URAM	Utility Regulated Abatement Measure (URAM)
us	microsiemen (us)
U.S.	"U.S." is preferred over "US", although "US" is acceptable in some cases
USACE	(U.S.) Army Corps of Engineers (USACE) <i>(generally use COE)</i>
USAF	United States Air Force
USB	Urban Service Boundary (USB)
USBR	(U.S.) Bureau of Reclamation (BOR) <i>(also BOR)</i>
USC	United States Code (USC)
USCG	United States Coast Guard (USCG)
USDA	U.S. Department of Agriculture (USDA)
USDOA	U.S. Department of Army (USDOA)
USDOD	U.S. Department of Defense (USDOD)
USDOE	U.S. Department of Energy (USDOE)
USDOI	U.S. Department of the Interior (USDOI)
USDOT	U.S. Department of Transportation (USDOT)
USEPA	U.S. Environmental Protection Agency (USEPA)
USFS	U.S. Forest Service (USFS)
USFWS	U.S. Fish and Wildlife Service (USFWS)
USGS	U.S. Geological Survey (USGS)
USGBC	United States Green Building Council (USGBC)
USITC	United States International Trade Commission
USPS	United States Postal Service
UST	Underground Storage Tank (UST) <i>( registration list )</i>
Ute ladies' tresses	(name of plant)
UU	unconsolidated undrained (UU)
UV	ultraviolet (UV)
V	Volt, e.g., 115V (no space)
V-belt	(hyphenated)
VA	(U.S. Department of) Veterans Affairs
VA	voltampere (VA)

VAC	120 VAC, but 120V
VAST	Vancouver Area Smart Trek (VAST) (regional Intelligent Transportation System Plan)
V/C	Volume to Capacity (Ratio)
VCS	Voluntary Cleanup Sites (VCS)
VDB	Vibration decibel
VDC	120 VDC, but 120V
VDF	Volume-Delay Function (VDF)
VE	Value Engineering (VE)
VECP	Value Engineering Change Proposal (VECP)
vendor	(spelling)
Venturi	Proper noun—capitalize
verbiage	(spelling)
versus	spell out rather than vs.
VHD	vehicle hours of delay (VHD)
VHF	very high frequency (VHF)
Cam	Video Cameras (Cam)
visible	means see-able (like audible means hear-able)
VISSIM	<i>Traffic/Transit Simulation Software (a product of PTV AC of Karlsruhe, Germany)</i>
visual	means having to do with vision, as in “visual effects it <i>never</i> means “see-able.”
Viton	Proper noun—capitalize
v/c	volume-to-capacity (v/c) <i>ratio</i>
V/m	volt per meter
vmt	vehicle miles traveled (vmt)
VNHR	Vancouver National Historic Reserve (VNHR)
VOB	Veteran-owned Business
VOC	volatile organic compound (VOC)
vol%	volume percent
vortices	<i>plural</i>
vortex	<i>singular</i>
vpd	vehicles per day (vpd)
vph	vehicles per hour (vph)
VUA	Vancouver Urban Area (VUA)
v/v	volume per volume
W	watt (W)
WAC	Washington Administrative Code (WAC)
wallboard	
WAN	wide area network (WAN) (computers)
WAQTC	Western Alliance for Quality Transportation Construction (WAQTC)
warm-up	(hyphenated)
wash water	(two words)
Washington State Archives	proper name
wastewater	(one word)
watertight	(one word)
watthours	(one word)
Wb	weber
WB	westbound (WB)
WBE	Woman-owned Business Enterprise

WBS	Work Breakdown Structure (WBS)
w.c.	inches of water column
wc	water column
WCLIB	West Coast Lumber Inspection Bureau (WCLIB)
WDFW	Washington Department of Fish and Wildlife (WDFW)
WDNR	Washington State Department of Natural Resources (WDNR)
WDOE	Washington State Department of Ecology (WDOE)
WFO	Weather Forecast Office (WFO)
WIMS	Weather Information Management System (WIMS)
weatherproof	(one word)
web-based	(hyphenated)
website	(one word)
well-being	(hyphenated)
WIM	weigh-in-motion (WIM)
WIMS	Weather Information Management System (WIMS)
WFLHD	Western Federal Lands Highway Division (WFLHD)
WG	water gauge
W-hr	watt-hour but kWh for kilowatt-hour
which	try replacing this word with “that” and if it sounds right, use “that.” “Which” is used for unrestrictive clauses (purely descriptive). “That” is used for restrictive clauses. The report, which took 2 months to prepare, was published last week (unrestrictive). The report that took us 2 months to prepare was published last week (restrictive – specifies <i>which</i> report was published last week)
white water	(two words)
who’s	contraction of “who is” e.g., Who’s going to the store?
whose	the possessive of “who’s” e.g., Whose shoes are these?
wide (suffix)	words with the suffix “wide” are always one word (e.g., citywide, countywide, statewide, regionwide, etc.)
wildfire	(one word)
W/m <sup>2</sup>	watts per square meter
W/m <sup>2</sup> sr	watt per square meter steradian
W/(mK)	watt per meter kelvin
WMATA	Washington Metropolitan Area Transit Authority
WNHP	Washington Natural Heritage Program (WNHP)
WOC	Work Order Contract (WOC)
workday	(one word)
workhour	(one word)
work order	(two words)
workweek	(one word)
worthwhile	(one word)
wp	working pressure
WPA	Works Project Administration
WPPA	Washington Public Ports Association
WPS	water purification system (WPS)
WQL	water quality limited (WQL)
WRIA	Water Resource Inventory Area (WRIA)
WRCC	Western Region Climate Center (WRCC)
W/sr	watt per steradian
WSA	Wilderness Study Area (WSA)
WSDOE	Washington State Department of Ecology (WSDOE)

WSDOT	Washington State Department of Transportation (WSDOT)
WSDNR	Washington State Department of Natural Resources (WSDNR)
wt	weight
wt%	weight percent
WTC	Washington Transportation Commission (WTC)
WTP	Washington Transportation Plan (WTP)
w/v	weight per volume
WWPA	West Coast Lumber Inspection Bureau (WWPA)
X	e.g., 5X (magnification)
XML	extensible markup language
Yakama Indian Nation	(federally recognized Indian Tribe)
yd	yard
yd <sup>3</sup> or CY	cubic yard
YMCA	Young Men's Christian Association
yr	year
YTC	Yakima Training Center (YTC)