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Inter-Departmental Memorandum

Date: November 25, 1997
To: Section Engineers
Design Squads
Consultants
From: Assistant Roadway Design Division Engineer
John B. Pickering *J. B. P.*
Subject: Metric Unit Abbreviations

The rules for writing metric unit symbols and names require the use of lower case letters and superscript numbers. Since most people utilize half-scale size plans, the use of lower case letters and especially the superscript numbers makes the units difficult to read.

Because it is necessary to use abbreviations on plan sheets at times due to space limitations, Roadway Design Division has developed permissible abbreviations for use on plan sheets. Since standardization is important, the attachment titled, "*Metric Abbreviations*," indicates the **acceptable** abbreviations that may be used on plan sheets. Letters and other papers still must adhere to the standard MDOT policy for writing metric symbols and names.

Plans that are in the final stages of plan development or those that have been small-blued are exempt from the above requirement. Our CADD Section will be updating cells and other related items shortly.

Your usual cooperation concerning this matter is appreciated.

Attachment

pc: District Construction Engineers
MDOT Metric Coordinator (M. Collier)
File



METRIC ABBREVIATIONS

Roadway Design Division
November 25, 1997

The MDOT established standard metric units of measurement quite some time ago. Roadway Design Division has a need to abbreviate these units on standard plan sheets. The *Summary of Quantities* sheet(s) will continue to use full unit names; however, it is permissible to use the abbreviations when space is needed elsewhere in the plans. For standardization, abbreviations have been established as follows:

STANDARD METRIC UNITS AND ABBREVIATIONS			
ITEM	UNIT	SYM.	ABBREV.
Distance:			
Foot & Yard	meter	m	m
Mile	kilometer	km	km
Station (1000 m)	station	--	Sta. or STA.
All other dim.	millimeter	mm	mm
Angles	deg. min. sec.	° ' "	° ' "
AREAS:			
Construction	square meter	m ²	sq. m
Drainage: Small	hectare	ha	ha
Large	square kilometer	km ²	sq. km
Volume: Const.	cubic meter	m ³	cu. m
Liquids	liter	L	L
Mass (pound)	kilogram	kg	kg
Mass (ton)	metric ton (1000 kg)	t	t
Speed	kilometers per hour	km/h	km/h

NOTE: All letters and papers require the use of the MDOT's "Rules for Writing Metric Symbols & Names", as documented on Page 11 of the Metric Criteria Transportation Projects Handbook, dated November 1, 1996.