
U.S. Department of Energy (DOE) Technical Standards Program

Style Guidance

Information for the Preparation of DOE Technical Standards Program
(TSP) Documents Including DOE Standards, Handbooks, and
Specifications

May 2015



U.S. Department of Energy
Office of Nuclear Safety Policy and Standards
Washington, D.C. 20585

Available to the public on the DOE Technical Standards Program website at <http://energy.gov/ehss/services/nuclear-safety/department-energy-technical-standards-program>.

FOREWORD

The need for a technical standard is established in accordance with the United States Department of Energy (DOE) *Technical Standards Program Procedures* (TSPPs). This Style Guidance may be used in the development or maintenance of a DOE technical standard, handbook or specification. For Technical Qualification Standards (TQS), see DOE Order (O) 426.1, *Federal Technical Capability*, Chapter VIII.

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ACRONYMS

ANSI	American National Standards Institute
ASTM	American Society for Testing and Materials
DOE	U.S. Department of Energy
HDBK	Handbook
HQ	DOE Headquarters
IEEE	Institute of Electrical and Electronic Engineers
NA	National Nuclear Security Administration
O	Order
OSHA	Occupational Safety and Health Administration
SI	International System of Units
SPEC	Specification
STD	Technical Standard
TSP	DOE Technical Standards Program
TQS	Technical Qualification Standard
TSPP	Technical Standards Program Procedure

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1. DOCUMENT FORMAT

1.1. Suggested Layout

Use the following format layout to structure technical standards (STD):

- Cover (Preparing Activity Identifier on Back of Cover Page)
- Foreword
- Table of Contents (including Table of Figures, Table of Tables if applicable)
- Acronyms
- Main body (including)
 - Scope
 - Purpose
 - Applicability
 - Text – tables and figures as needed
 - References
 - Definitions (optional)
- Appendices
- Index

1.2. Document Identifier

1.2.1. Full Coordination Documents

As defined in the *DOE Technical Standards Program Procedures (DOE-TSPP-6)*, a full coordination document is used by more than one program or project within DOE. Identify fully coordinated U.S. Department of Energy (DOE) Technical Standards by the letters DOE-STD (Standard), DOE-HDBK (Handbook), or DOE-SPEC (Specification), respectively, followed by a hyphen and Arabic numbers. The document identifier is assigned to the document by the DOE Headquarters (HQ) Technical Standards Manager for the Preparing Activity. (Note: Refer to DOE TSPPs for a complete explanation of full and limited coordination technical standards).

Examples: DOE-STD-1162-2013 DOE-HDBK-1092-2013

1.2.2. Limited Coordination Documents

A limited coordination document is one that will be used by only one DOE program or project for a specific purpose for a limited amount of time. Identify limited coordination DOE STDs in a similar manner as fully coordinated documents, except when a two-letter identifier¹ is inserted to show the designation of the DOE HQ organization that approved the document.

Example: DOE-National Nuclear Security Administration (NA)-STD-3016-2006

1.2.3. Separate Volumes

DOE STDs may be issued in multiple volumes when the nature of the contents warrants such handling. Identify all volumes by the same document identifier followed by a backslash and sequential number.

Examples: DOE-HDBK-1208/2012/1
DOE-HDBK-1209/2012/2

Each volume may be revised and issued independently of the other volumes. Each volume should identify the number of volumes comprising the technical standard (Figure 1).

Example: Volume 1 of 2

1.2.4. Identifier Location and Type

Except for the cover and title pages, center the document identifier in the header 0.5 inches from the top of each page in bold, all capital letters. Use 11-point proportional type (e.g., Arial, Calibri, or Times New Roman).

2. PAGE FORMAT

2.1. Layout

Type the body of the document using 11-point proportional type (e.g., Arial, Calibri, or Times New Roman) with multiple line spacing of 1.15 followed by a 12 point space between paragraphs. Use 8.5 by 11-inch plain white paper. Set a 1-inch margin for the top, right, left,

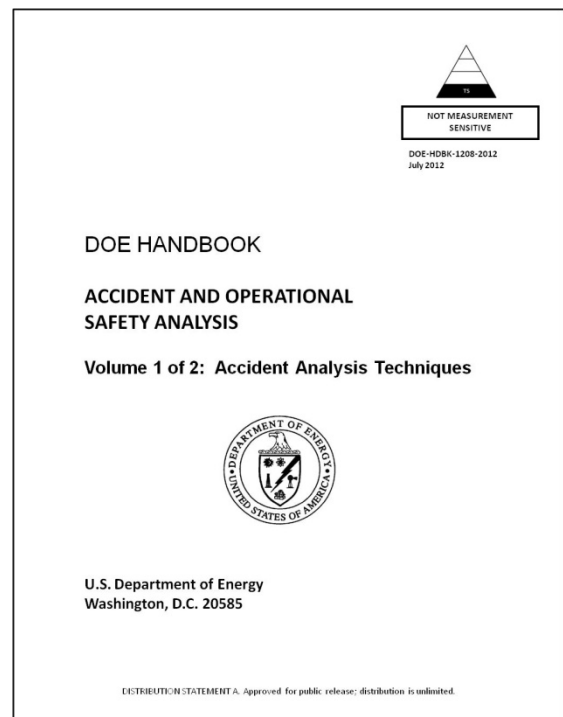


Figure 1. Identifying Multiple Volumes

¹ See DOE-TSP-8, *Approving and Issuing DOE Technical Standards* Section 2: "Approving and Issuing DOE Technical Standards."

and bottom of the page. Place the appropriate document identifier in the header as described in Section 7.1. Center the page number 0.5 inches from the bottom of the page in the footer of the document.

2.2. Page Numbering

Beginning with the first right facing page starting with the Foreword page, identify all pages up to the main body consecutively in the bottom center of the page with lower-case Roman numerals starting with "i." On the page that the main body starts, number all pages consecutively at the bottom center of the page in Arabic numbers starting with numeric 1. On the back of pages which must unavoidably be left blank, continue to number the blank page and insert the words "INTENTIONALLY BLANK" on the middle of the page. Appendices and indexes are also to be numbered for clarity of the document.

3. COVER PAGE

Place the security classification (if applicable), title, document identifier, approval date, measurement system identification, the DOE logo, and the distribution statement on the cover page. See Figures 2 and 3 for examples of cover pages.

Identify drafts of all documents with the following note in the top left corner of the cover page:

This draft, dated [date], prepared by the [title of Preparing Activity], has not been approved and is subject to modification. Project No. [number from the project registration form].

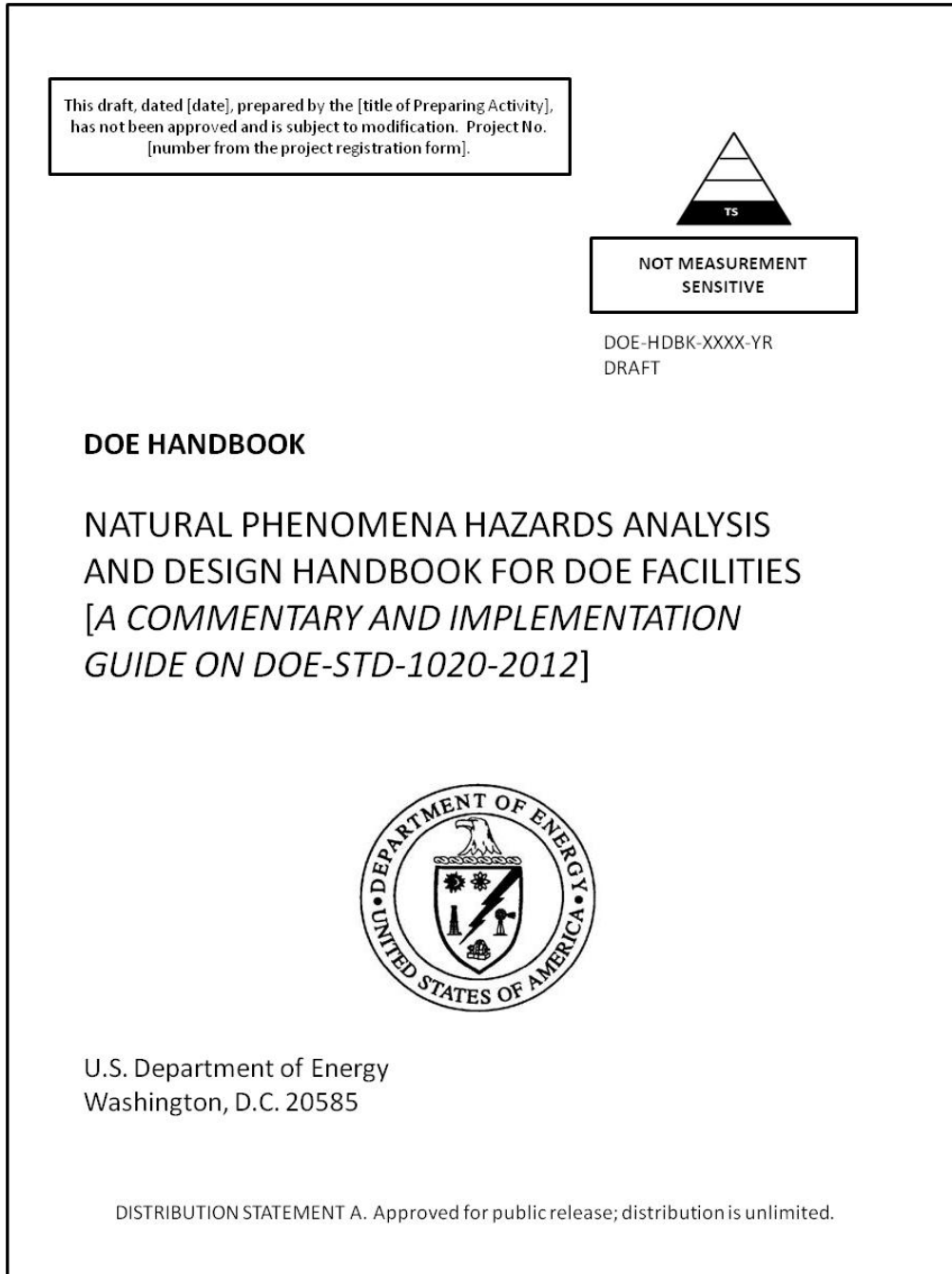


Figure 2. Example of Cover Page for a Draft DOE Handbook

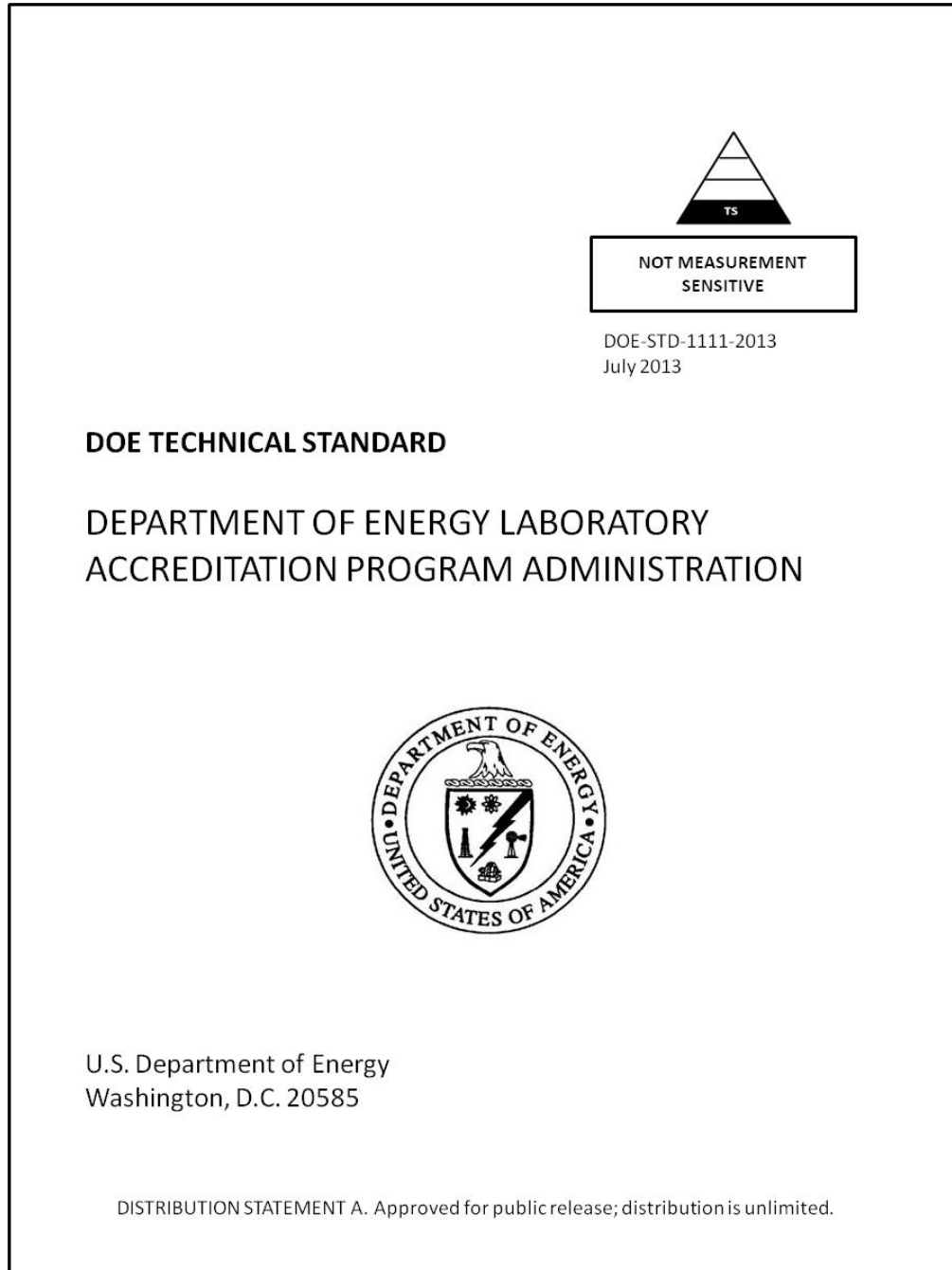
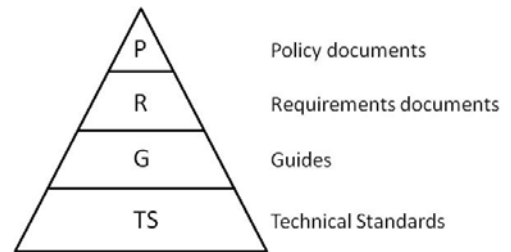


Figure 3. Example of Cover Page of an Approved DOE Technical Standard

3.1. Hierarchy of Documents

The hierarchy of documents describes how DOE performs work. There are four levels of hierarchy. For a full description of the hierarchy, see TS procedures (Figure 4).



3.2. Title

In addition to the approved basic or item name, include such modifiers as are necessary to identify the coverage of the document and clearly distinguish between other documents covering similar items.

Place the title on the cover immediately below the heading "DOE TECHNICAL STANDARD," "DOE HANDBOOK," "DOE SPECIFICATION," as appropriate.

Figure 4. Hierarchy of Documents within DOE

3.3. Identifier

Place the document identifying number in the upper right-hand corner of the cover under the measurement system identification (Figures 2 and 3).

Examples: DOE-STD-1111-2013 DOE-HDBK-1092-2013 DOE-SPEC-1142-2001

3.4. Approval Date

Identify the date (month and year) of approval under the document identifier on the cover only.

Examples: DOE-STD-1111-2013 DOE-HDBK-1092-2013
 July 2013 July 2013

Drafts do not have an approval date, so the word "DRAFT" may be placed in this location until the document is finalized.

Examples: DOE-STD-XXXX-YR DOE-HDBK-XXXX-YR
 DRAFT DRAFT

3.5. Measurement System Identification

Identify metric documents by placing the word "METRIC" in a rectangular box above the document identifier on the cover page. Identify inch-pound documents in a similar manner, except use the term "INCH-POUND." Similarly, identify those documents that can be used in either the metric or inch-pound systems or contain no measurements with "NOT MEASUREMENT SENSITIVE." Identify hybrid documents that include a mixture of metric and inch-pound units with "HYBRID MEASUREMENTS."

Examples:

METRIC	NOT MEASUREMENT SENSITIVE	INCH-POUND	HYBRID MEASUREMENT
DOE-STD-XXXX-YR	DOE-SPEC-XXXX-YR	DOE-HDBK-XXXX-YR	DOE-STD-XXXX-YR

3.6. Distribution Statement

Cite the appropriate distribution statement in accordance with DOE Order (O) 241.1B, *Scientific and Technical Information Management*. The Preparing Activity should evaluate each document against the criteria in DOE O 241.1B during draft development to determine whether the release of the technical information should be restricted. The distribution statement should appear centered on the last line of the page. Place the distribution statement on all coordination drafts, as well as the final version of the document. The statement for unclassified documents will be as follows:

"DISTRIBUTION STATEMENT A. Approved for public release; distribution is unlimited."

3.7. Availability Statement

Place the following statement on the back of the front cover and title page:

Available to the public on the DOE Technical Standards Program website at <http://energy.gov/ehss/services/nuclear-safety/department-energy-technical-standards-program>.

4. FOREWORD

Prepare a Foreword that includes an implementation paragraph and statements to explain the reasons or purpose for the new document or give background information in the case of a revised document. The Foreword may also include a brief summary of development history and a statement of reason for a particular format or sequence in the presentation of specific requirements (for STDs only, as HDBKs may not contain requirement statements that are not referential). Also, if desired by the Preparing Activity, the Foreword may include an acknowledgment of or a list of personnel involved in the preparation and review of the document (Figure 5). Place one of the following implementation paragraphs as the first paragraph of the Foreword:

Use for fully coordinated documents: This Department of Energy (technical standard, handbook, or specification) is approved for use by all DOE Components and their contractors.

Use for limited coordination documents: This Department of Energy (technical standard, handbook, or specification) is approved for use by (name of HQ organization who prepared the document) and is available for use by all DOE components and their contractors.

Use for documents with restricted distribution: This Department of Energy (technical standard, handbook, or specification) is approved for use by (name of HQ organization who prepared the document) and is available within the distribution limitations noted on the cover page.

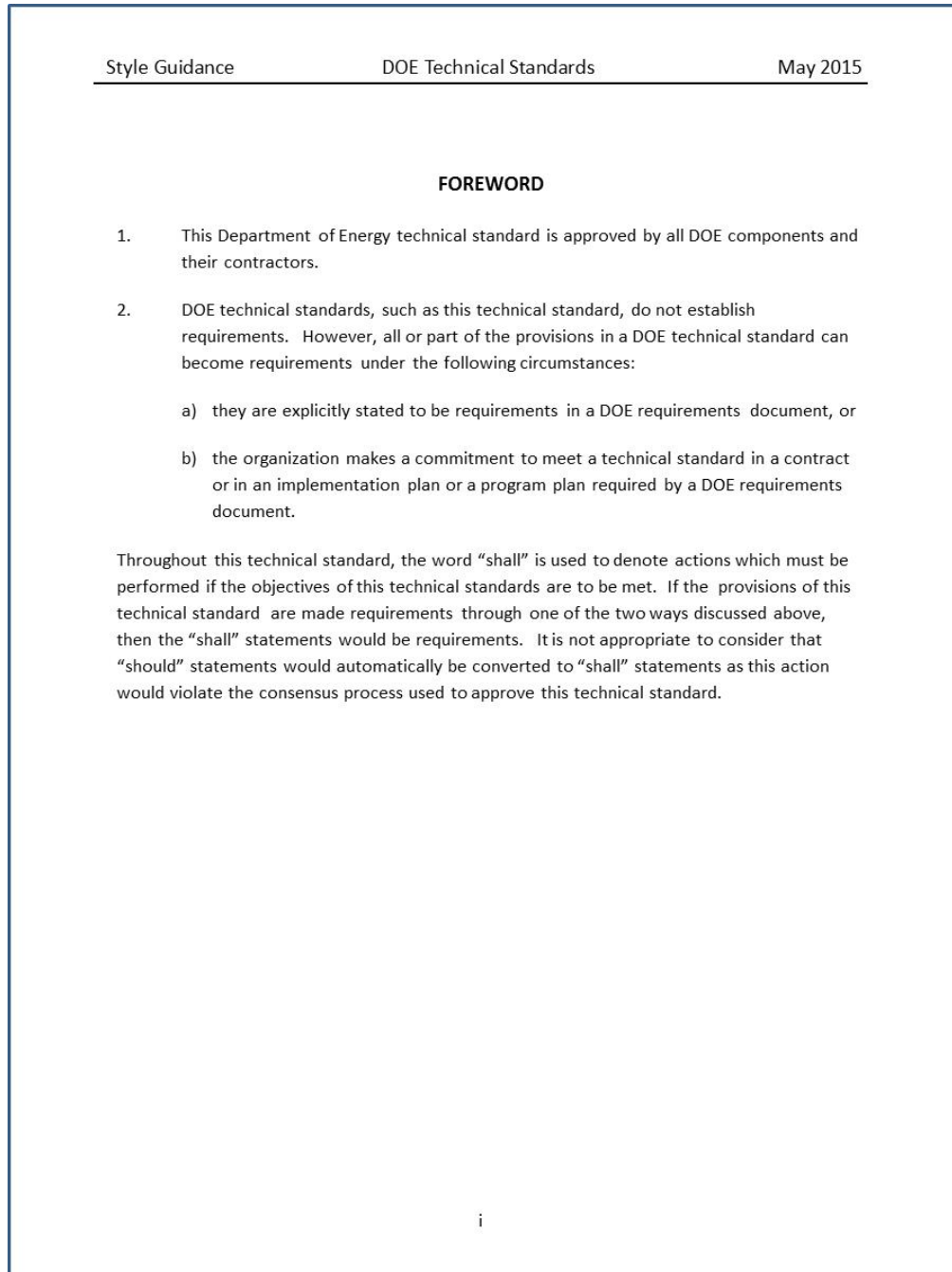


Figure 5. Example of a Foreword Page for a DOE Technical Standard

5. TABLE OF CONTENTS

Place the words "TABLE OF CONTENTS" in capital letters at the top of the contents page. Place the headings "SECTION" and "PAGE" above the area in which numbers and headings for sections and paragraphs and their page numbers are listed. Do not list sections below the third level (i.e., 1.1.1) in the Table of Contents. The Table of Contents should include any appendices and the index, if these are included.

- 5.1. Immediately following the Table of Contents, a Table of Figures and Tables (or two tables identifying figures and tables separately) should be included.

6. MAIN BODY

6.1. Scope

The scope is a clear, concise statement of the extent or range of the document's technical content. Write the scope to function as an abstract to be used to locate the document through electronic keyword searches on the internet. Figures are not to be included in the scope.

6.2. Purpose

The purpose states the intent of the document and the reason for its development.

6.3. Applicability

When appropriate, insert text on the extent of selective application of the provisions of the document. Provide sufficient guidance regarding the phase or phases of program activity for which it is intended; the range of characteristics, processes, or disciplines to which it applies; and the interrelationship between the facets of the subject of the document and the intended use. If there is a possibility of misinterpretation of the intention of the application, consider using appropriate statements of non-application. Should the main body of the document require more extensive application guidelines, include an appendix that would allow for a more detailed description of those guidelines.

Example:

Application Guidance. In determining the applicability of the tasks herein and tailoring them to a program, the following principles should be followed:

- a. Every program is different.
- b. Every design involves competing desirable characteristics.
- c. Programs must achieve a balance between operational need, equipment performance, cost, and schedule.

- d. Maintainability tasks vary in their nature from one project phase to another.

Extensive application guidance and detailed rationale for selecting tasks to fit the needs of a particular program should be included in an appendix. When other application guidance is contained later in the text, include the following sentence:

Example:

For additional information on application, refer to [paragraph number] on application guidance.

6.4. Text

6.4.1. Section Numbers and Titles

Number each section consecutively within the document, using a period to separate the number representing each breakdown. There should be no indentations when starting a new subsection; all subsections, no matter the level, should be left justified. For clarity of text, section numbering should be limited to four sublevels, unless additional sublevels are unavoidable.

Itemization within a section or subsection should be identified by lowercase letters followed by a period to avoid confusion with section numbers (Table 1).

Table 1. Example 1 for Section 4

Sections	Number
Section title	4.
First section	4.1
First subsection	4.1.1
First sub-subsection	4.1.1.1
First sub-sub-subsection	4.1.1.1.1

Itemization within a paragraph or subparagraph should be identified by lowercase letters followed by a period to avoid confusion with paragraph numbers (Table 2).

Table 2. Example 2 for Section 4

Sections	Number
First subsection	4.1.1
First itemization	a.
Second itemization	b.
First sub-itemization	1.
Second sub-itemization	2.

6.4.2. Emphasis of Text

Portions of paragraphs should not be underlined or bolded, and words or phrases should not be capitalized for the sake of emphasis. Only titles of documents should be italicized.

6.4.3. Acronyms/Abbreviations

Upon first use of a term that uses an acronym, type out all the words followed by the lettered acronym in parentheses.

Examples: United States (U.S.) Department of Energy (DOE)
 Federal Bureau of Investigation (FBI)

After the first use and full description, the acronym is to be used throughout the document.

6.4.4. Reference Titles

The first time a document is referenced in the text, include the document number and title. Subsequent references can use just the document number.

6.4.5. Symbols

Use symbols in equations and tables as defined in Institute of Electrical and Electronic Engineers (IEEE) 260.1-2004, *American National Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)*. Metric symbols need not be spelled out. Symbols may be used for physical quantities (both metric and inch-pounds), often thought of as abbreviations, as defined in IEEE/ American Society for Testing and Materials (ASTM) International System of Units (SI)-10, *Standard for Use of International System of Units (SI): The Modern Metric System*.

6.4.6. Shall and Should Statements

Clear distinction should be made between requirements portions and guidance portions of documents. "Shall" is used to denote actions that must be performed in order to meet the objectives stated in the document, and "should" is used to indicate recommended practices. Shall is only to be used for Technical Standards and Specifications and not for Handbooks, unless it is a referential shall statement.

6.4.7. Decimal Usage

Use decimals in documents instead of fractions wherever possible.

6.4.8. Metric Measures

Metric practices should conform to IEEE/ASTM SI-10. The use of both metric and inch-pound measurements on drawings or, other pictorial illustrations in a technical standard should be avoided.

6.4.9. Footnotes and Notes

Footnotes and notes may be used to convey additional information that is not properly a part of the text. Place the footnote to the text at the bottom of the page containing the reference to it. Consecutively number footnotes throughout the document with Arabic numerals. Use the Arabic numeral to identify the reference in the text.

Footnotes to tables may contain mandatory information that cannot be presented as data within a table. Number footnotes separately for each table as they appear in the table. Use footnote symbols such as "1" or "2" and place them immediately following a word and preceding a numeral requiring the footnote. Numbered footnotes are listed in order immediately below the table. Where numerals will lead to ambiguity (for example in connection with a chemical formula), superior letters, daggers, and other symbols may be necessary.

Notes to figures are numbered separately from textual footnotes within the document. Drafting or dimensional notes are numbered consecutively and placed below the figure and above the title. Type the word "NOTES" below the figure, with the explanatory information typed in Arabic number sequence under "NOTES."

Example:

NOTES:

1. Dimensions are in millimeters.
2. Inch-pound equivalents are given for information only.

6.5. Tables

Use a table when information can be presented more clearly than as text. Make references in the text to the table sufficiently detailed to make the purpose of the table clear. Place the tables immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. Information included in tables should not be repeated in the text. Tables should be in one of the three approved fonts, no smaller than 9 points (Section 1.2.4).

6.5.1. Numbers and Titles

Number all tables consecutively throughout the document in the order of their reference in the text, even if only one table appears in the document. Documents with independently numbered

sections, such as test method standards, may number tables consecutively within each section, incorporating the section number as part of the table number, for example, "Table 507-2."

Use title case for the word "Table;" followed by the table number, a period and two spaces; followed by the title in title case. Center table titles above the table and on the same line with the table number. If the title is too long to be typed on one line, align the second line with the first letter of the title.

If a listing or tabulation appears within a paragraph as an integral part of the paragraph and obviously does not require a title, the listing or tabulation need not be titled or numbered.

6.5.2. Layout

Box in and rule tables horizontally and vertically as necessary to ensure clarity of the table contents. If a table continues to the next page, repeat Header Row on each page.

6.6. Figures

Place figures immediately following or within the paragraph containing the first reference to the figure.

6.6.1. Numbers and Titles

Number figures consecutively throughout the document with Arabic numerals in the order of their reference in the text, even if only one figure is referenced in the document. Using "Title Case" insert "FIGURE" followed by the Arabic numeral, a period and two spaces; followed by the title in title case. Center figure titles below the graphic and if possible, on the same line with the figure number.

6.7. References

List only those documents referenced within the main body of the technical standard. Documents used for information to help prepare the DOE Technical Standard should be listed in an appendix, not in the references section. Government specifications and standards, non-Government standards, international standardization documents, handbooks, drawings, and widely recognized technical publications may be referenced in DOE Technical Standards. Reference Government regulations or codes, such as Occupational Safety and Health Administration (OSHA) regulations, Federal Hazardous Substances Labeling Act, Atomic Energy Act, and Department of Transportation regulations where applicable.

6.7.1. Government Documents

List referenced Government technical standards, handbooks, and specifications by document title and identifier excluding revision letters (unless otherwise specified) or suffix (preparing

activity symbols). If a document has been modified by a Change Notice, include the version of the Change Notice with the reference (i.e., DOE-STD-1116-93, Change Notice 1). List Federal standards, handbooks, drawings, and publications, as applicable, numerically (except list Federal specifications alphanumerically) under these headings. Government document references should be further subdivided into individual groups, such as DOE documents and other Government documents.

6.7.2. Non-Government Documents

List non-Government standards in appropriate order (numerically or alphanumerically) under the headings of the respective non-Government standards body. List the document(s) by title and identifier, if applicable.

6.8. Definitions

Including a section of definitions is optional. Define all key terms used in sufficient detail for adequate clarity, unless the terminology is generally accepted and not subject to interpretation. Definitions may be included by reference to documents listed in the reference section.

7. APPENDICES AND ATTACHMENTS

Appendices may be added to a DOE Technical Standard for the purpose of including any detailed information that is a necessary part of the document but is too lengthy for inclusion in the main text. Both attachments and appendices may be used in the same document.

Appendix: supplementary material at the end of a book, article, document, or other text, usually of an explanatory, statistical, or bibliographic nature.

Attachment: something attached, as a document added to a letter.

7.1. Numbers and Titles

Mark the header in the upper center of each page with the document identifier. Include the appendix letter in each page number of the



Figure 6. Example of Appendices Page Set-Up

appendix. For example, A-1 (Figure 6).

7.2. Acronyms

List any acronyms used in each appendix.

7.3. References

List any references that may be required for the appendix that relate only to the appendix.

8. INDEX

An alphabetical index may be placed at the end of the main body of the document and before any appendices or attachments to permit ready reference to its contents. Use an index only for lengthy documents. If used, the index follows the main body of the document. The pages are numbered continuously following the last page of the basic document, as applicable.

9. UPDATES TO DOE TECHNICAL STANDARDS

9.1. Change Notices

Change notices (see Figure 7) are issued when changes meet the established criteria in DOE-TSPP-9, *Maintenance of DOE Technical Standards*. Change notices and the appended pages are noncumulative. Amendments are not issued for DOE Technical Standards. Figure 8 is an example of a change notice for a DOE Technical Standard that will be posted to the DOE TSP Website.

Change notices are used to transmit new pages and page revisions of the document. These changes are accomplished by issuing completely revised replacement pages on which the changes are shown. Prepare revised pages in the same manner as pages of a new document. If an additional page is to be inserted, identify it by the previous page number followed by the letter "a", etc. Example: Page 4a follows page 4 as an inserted page. On each additional new page, place the words "NEW PAGE" in the lower left-hand corner, 1-inch left margin and 1-inch bottom margin. Place a notice providing direction to the user about superseding page number and designation of revision or notice of page being replaced on the bottom of each revised page.

9.2. Reaffirmed Technical Standard

When a technical standard is reaffirmed, revise the cover page to identify the date of reaffirmation and insert a notice of reaffirmation before the Foreword. The original date of approval is maintained as part of the document number and the date of reaffirmation is listed below.

Example: DOE-HDBK-1132-99

April 1999
 Reaffirmed 2014

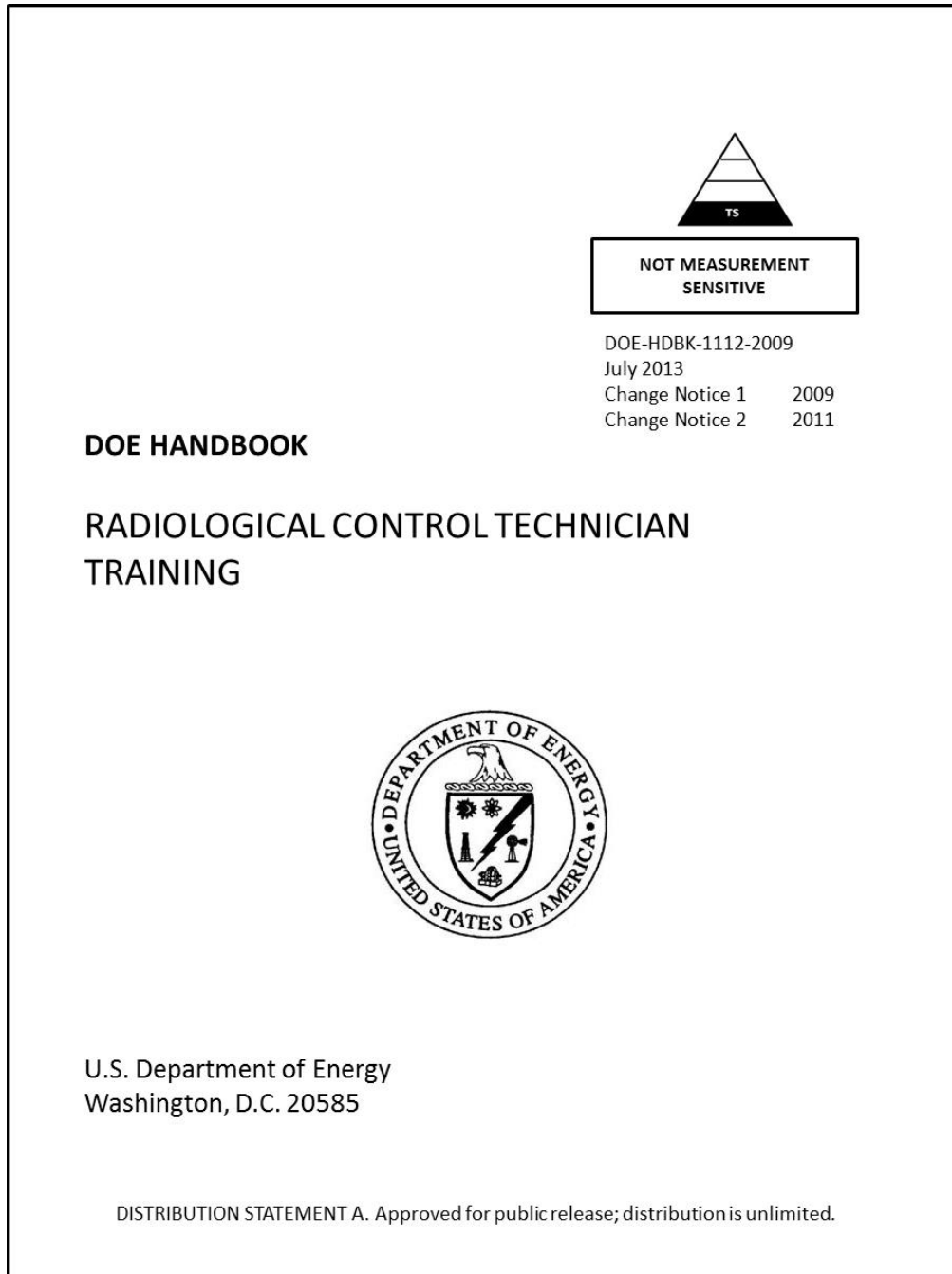


Figure 7. Example of a Change Notice Cover Page for a DOE Handbook

Style Guidance	DOE Technical Standards	May 2015														
Change Notice No. 1		DOE-STD-XXXX-YR Month Year														
<i>Guide to Good Practices for Notifications and Investigation of Abnormal Events</i>																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Page/Section</th> <th style="text-align: center;">Change</th> </tr> </thead> <tbody> <tr> <td>p. vii / Condition definition</td> <td>The last sentence was added.</td> </tr> <tr> <td>p. 5 / Section 3.1</td> <td>The last paragraph was added.</td> </tr> <tr> <td>p. 11 / Section 4.2.2</td> <td>The last paragraph was added.</td> </tr> <tr> <td>p. 12 / Section 4.2.3</td> <td>Three paragraphs were deleted, and the lettered list was added.</td> </tr> <tr> <td>p. 15 / Section 4.2.7</td> <td>This section was added.</td> </tr> <tr> <td>Concluding Material</td> <td>The Preparing Activity was changed from DOE-NE-73 to DOE-EH-31.</td> </tr> </tbody> </table>			Page/Section	Change	p. vii / Condition definition	The last sentence was added.	p. 5 / Section 3.1	The last paragraph was added.	p. 11 / Section 4.2.2	The last paragraph was added.	p. 12 / Section 4.2.3	Three paragraphs were deleted, and the lettered list was added.	p. 15 / Section 4.2.7	This section was added.	Concluding Material	The Preparing Activity was changed from DOE-NE-73 to DOE-EH-31.
Page/Section	Change															
p. vii / Condition definition	The last sentence was added.															
p. 5 / Section 3.1	The last paragraph was added.															
p. 11 / Section 4.2.2	The last paragraph was added.															
p. 12 / Section 4.2.3	Three paragraphs were deleted, and the lettered list was added.															
p. 15 / Section 4.2.7	This section was added.															
Concluding Material	The Preparing Activity was changed from DOE-NE-73 to DOE-EH-31.															

Figure 8. Example of a Change Notice for a DOE Technical Standard

9.3. Revised Documents

When DOE Technical Standards are revised, replace the original approval date with the date of the revision (month-year). Also change the date portion of the document identifier:

Example:	Original Document	Revised Document
	DOE-STD-XXXX-2009	DOE-STD-XXXX-2014
	January 2009	January 2014

10. REFERENCES

ASME Y14.5M-2004, *Dimensioning and Tolerancing* (05/17/2009)

ASME Y14.38-2007, *Abbreviations and Acronyms* (revision and redesignation of ANSI Y1.1-1989) (R2013)

Atomic Energy Act of 1954

Cataloging Handbook H6, *Federal Item Name Directory for Supply Cataloging*

DOE O 241.1B, *Scientific and Technical Information Management* (12/13/2010)

DOE *Technical Standards Program Procedures* (TSPPs)(09/2013)

DOE-TSPP-8, *Approving and Issuing DOE Technical Standards*

DOE-TSPP-9, *Maintenance of DOE Technical Standards*

Federal Hazardous Substances Labeling Act (12/4/2012)

IEEE/ASTM SI-10, *Standard for Use of International System of Units (SI): The Modern Metric System* (replaces ASTM E380)

IEEE 260.1-2004, *American National Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)* (revision and redesignation of IEEE 260)