EnMS External Communications Log

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| **EnMS External Communications Log** |
| **1** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: | Follow-Up Required? (If yes, describe) | Date of Follow-Up: |
| **2** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: | Follow-Up Required? (If yes, describe) | Date of Follow-Up: |
| **3** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: | Follow-Up Required? (If yes, describe) | Date of Follow-Up: |

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| **External Communications Log** |
| **4** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: | Follow-Up Required? (If yes, describe) | Date of Follow-Up: |
| **5** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: |  Follow-Up Required? (If yes, describe) | Date of Follow-Up: |
| **6** | Date Received: | Assigned To: | Name of Requester: | Affiliation/Organization: | Contact Information: |
| Summary of information Requested: | Summary of Response: | Date of Response: | Follow-Up Required? (If yes, describe) | Date of Follow-Up: |