EnMS External Communication Record

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| **EnMS External Communication Record** |
| Date Received: | Assigned To: |
| Name of Requester: |
| Affiliation/Organization: |
| Contact Information (address/telephone/e-mail): |
| Information Requested: |
| Summary of Response (Attach documents as appropriate):  |
| Date of Response: |  |
| Is follow-up needed? (circle one) YES / NO | If yes, when is follow-up needed (date)? |
| If yes, describe what follow-up is needed: | Follow-Up Assigned To: |
| Date Follow-Up Completed: |