



# MyPws

## Water Microbiology Sample Submission Program

### Step 1:

Scan QR Code on sample bottle to Login and/or Sign Up.



- Login

The screenshot shows the top navigation bar with links: Home, About, Contact, My Submissions, Submissions By PWS, Register, and Log in. Below the navigation is a 'Log in' section with a horizontal line. Underneath, there are two input fields: 'Email' and 'Password'. A 'Remember me?' checkbox is located below the password field. At the bottom of the form are two buttons: 'Log in' (highlighted in blue) and 'Cancel'. Below the buttons is a link: 'Sign Up or Reset your Password'.

- Register as Private Submitter or Public Water System

The left screenshot is titled 'Private Submitter (Citizens, Contractors/New Constructions, Legionella)'. It shows a 'Register' form with input fields for 'First Name', 'Last Name', 'Email', and 'Password', followed by a 'Confirm password' field. There are two checkboxes: 'Private Submitter' (checked) and 'Public Submitter' (unchecked). At the bottom are 'Register', 'Cancel', and 'Help' buttons.

The right screenshot is titled 'Public Water Systems'. It shows a 'Register' form with input fields for 'First Name', 'Last Name', 'Email', 'Password', and 'Confirm password'. There are two checkboxes: 'Private Submitter' (unchecked) and 'Public Submitter' (checked). Below these is a 'PWS' dropdown menu with a note: 'Note: If you are using a PC, please use the control button + click to select multiple sites'. The dropdown list contains several entries, including '101 GROCERY', '3B OFF ROAD, LLC', '4-H CENTER', 'Abundant Blessings', 'ACORN RURAL WATER ASSN', 'ADC - CUMMINS UNIT MAINT', 'ADC - TUCKER UNIT MAINT', 'ADC EAST ARKANSAS REGIONAL', 'AHTD HARRISON 9 HEADQUARTER', 'AHTD MARION COUNTY', 'AHTD LONSDALE REST AREA', 'AIRPORT ROAD WATER ASSOCIATI', 'ALBEMARLE CORPORATION SOUTH', 'ALBEMARLE CORPORATION WEST', and 'ALEXA SPRINGS WATER COMPANY'. At the bottom are 'Register', 'Cancel', and 'Help' buttons.

- Confirm Account

The screenshot shows an email interface. At the top, there are icons for back, forward, delete, and other actions. The subject of the email is 'Confirm your account' with an 'Inbox x' indicator. The sender is 'Arkansas Department of Health <donotreply@arkansas.gov>' and it is addressed 'to me'. The email body contains the text: 'Please confirm your account by clicking [here](#)'. At the bottom, there are three buttons: 'Reply', 'Forward', and a smiley face icon.

## Step 2:

Scan QR code on sample bottle.

Select from drop down menu and "Submit Sample".

Repeat for each sample.

### Private Submitters

The screenshot shows the 'Submit Sample' form for Private Submitters. The form includes the following fields: Lab Number (87654321), PWS Id (PRIVATE (PRIVATE)), Purpose (-- Select Purpose --), Location Description / Address, City, County, Zip, Use Credit from Rejected Sample (checkbox), Source (-- Select Source --), and Shipping Method (-- Select Shipping Method --). A green 'Submit Sample' button is at the bottom.

### Public Water Systems

The screenshot shows the 'Submit Sample' form for Public Water Systems. The form includes the following fields: Lab Number (87654321), PWS Id (ADH Test PWS (ADH)), Purpose (-- Select Purpose --), Site Code - Location (-- Select Location\Site --), Source (-- Select Source --), Residual Chlorine Not Taken (checkbox), Residual Chlorine (0.0 - 10.0 mg/L) (mg/L), Residual Chlorine Type (-- Select Type --), and Shipping Method (-- Select Shipping Method --). A green 'Submit Sample' button is at the bottom.

## Step 3:

Submit and ship sample.

Samples must be received in Lab within 30 hours of collection.

Private Submitters must enclose a \$17 fee (check or money order) unless a credit is on file.

## Step 4:

### View/Edit submission history and results.

Data cannot be amended once sample has been received in Lab. PWS, please contact your District Engineer.

Home About Contact My Submissions Submissions By PWS Administration Account Settings Log off									
My Submission History									
Export to PDF Export to Excel									
	Sample	EColi	Total Coliforms	Previous Sample	Location	Status	Collection\Submis...	Received in Lab	
V	18999912			n/a	ADH001 (200 South Monroe)	Submitted	07/13/2025 16:31		E
V	22222221			n/a	ADH001 (200 South Monroe)	Rejected	07/13/2025 04:59		
V	18999913			n/a	ADH001 (200 South Monroe)	Rejected	07/12/2025 14:01		
V	22222222			n/a	ADH001 (200 South Monroe)	Rejected	07/12/2025 09:59		
V	22222223			n/a	ADH001 (200 South Monroe)	Rejected	07/12/2025 04:59		
V	33333335	Present	Present	33333331	ADH003 (202 South Monroe)	Completed	06/18/2025 13:43	06/18/2025 13:45	
V	33333334	Absent	Present	33333332	ADH002 (201 South Monroe)	Completed	06/18/2025 10:09	06/18/2025 13:45	
V	33333332	Not Reported	Not Reported	n/a	ADH002 (201 South Monroe)	Rejected	06/18/2025 08:02	06/18/2025 08:06	
V	33333331	Not Reported	Not Reported	n/a	ADH003 (202 South Monroe)	Rejected	06/18/2025 08:02	06/18/2025 08:06	
V	33333333	Absent	Absent	n/a	338B029D (41 CYPRESS KREEK)	Amended	06/17/2025 14:32	06/17/2025 14:37	
V	18182546			n/a	ADH001 (200 South Monroe)	Rejected	07/16/2024 13:37	04/14/2025 10:51	
V	18999943			18999949	ADH001 (200 South Monroe)	Cancelled	03/14/2024 07:58		
V	18999944			n/a	ADH001 (200 South Monroe)	Cancelled	03/14/2024 07:31		
V	18999948	Present	Present	18999949	ADH001 (200 South Monroe)	Completed	03/13/2024 11:49	03/13/2024 00:00	

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Email: [adhlab@arkansas.gov](mailto:adhlab@arkansas.gov)

Web Site: [Water Microbiology Laboratory - Arkansas Department of Health](#)