

PPP New Hire Welcome Document

Welcome to Protein Production Partners (PPP)! We are happy to have you on the PPP team.

This packet of materials will provide you the information necessary to begin your job at PPP.

Protein Production Partners is a Contract Research Organization (CRO). This means that other companies and research organizations hire us to produce the protein therapeutic products that they have developed. Biomanufacturing is a complex and expensive process which requires space, equipment, and careful monitoring. Many smaller biotech companies or research organizations do not have the capital (funds) to build and staff a biomanufacturing complex. Instead they contract with CROs like PPP to produce their protein therapeutic. Our intelligent, skilled, and meticulous work force (that's you!) grow the cells producing the protein therapeutic and purify it. Welcome on board!

Your first task as a team will be to produce Red Fluorescent Protein (RFP) or Green Fluorescent Protein (GFP) following all company procedures. If you perform this set of tasks well, you will be cleared for production of other protein therapeutics.

All new hires undergo training to learn the policies, regulations, and procedures required for biomanufacturing before beginning any production work. During the training period you will learn about Lab Safety, FDA Regulations, GMP (Good Manufacturing Practice), Quality Systems, Standard Operating Procedures (SOP).

Training Start Date:

Time:

Location:

Dress code: For work in the training lab, we require basic laboratory PPE (personal protective equipment). This includes: lab coats, gloves, safety glasses, masks (may be optional depending on COVID guidelines). You must wear close toed shoes. Long hair must be pulled back.

First week schedule:

- Lab Safety Training
- Job Assignments
- Introduction to Biomanufacturing Regulations: GMP and FDA (Food and Drug Administration)
- Introduction to SOPs (Standard Operating Procedures)